

**Salisbury City Council**  
The Guildhall  
Market Place  
Salisbury  
SP1 1JH



**Officer to contact:** Janine Whitty, Head of Corporate  
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**To all Members of the Governance, Policy, & HR Committee:**

Chair: B Dalton

Vice Chair: T Last

Cllrs: S Charleston, J Nettle, P Podger, E Rimmer, J Wells

You are summoned to attend a meeting of **the Governance, Policy, & HR Committee** of Salisbury City Council to be held on **Monday 23 March 2026 at 1830 hours at the Guildhall.**

This Committee meeting is open to the public and press to attend and those attending the meeting shall be informed that they may be recorded.



**Asa Thorpe**  
**Chief Executive Officer**  
17 March 2026

Cc: All other Members of the Council for information

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## Agenda

1. **Apologies:**

To receive any apologies for absence.

2. **Public Questions/Statements:**

To receive any questions or statements from members of the public.

*Please note that in accordance with the Council's Standing Orders, written notice of any question or statement must be submitted to the Chief Executive Officer by 1200*

hours on the working day prior to the meeting. Notices should be sent to:  
[corporate@salisburycitycouncil.gov.uk](mailto:corporate@salisburycitycouncil.gov.uk).

3. **Councillor Questions/Statements:**

To receive any questions or statements from Councillors.

*Please note that in accordance with the Council's Standing Orders a question/statement may only be asked/made if written notice has been given to the Chief Executive Officer, one working day prior to the date of the meeting. For urgent questions/statements for which no notice has been given, a copy of the question/statement must be delivered to the Chief Executive Officer by 1500 hours on the day of the meeting [corporate@salisburycitycouncil.gov.uk](mailto:corporate@salisburycitycouncil.gov.uk).*

4. **Minutes of Previous Meeting:**

To approve as a correct record and authorise the Chair to sign the minutes of the last meeting of the Governance, Policy, & HR Committee held on 13 October 2025.

5. **Declarations of Interest:**

To receive any Declarations of Interest from Councillors in respect of this agenda. Councillors do not have to declare an interest which is already noted on the Council's website, although they may choose to do so.

6. **Dispensations:**

To note any Dispensations agreed by the Chief Executive Officer in respect of this agenda prior to the meeting, and to determine any additional Dispensations requested at this meeting in respect of this agenda.

7. **Chair's Announcements:**

To receive any announcements from the Chair.

8. **Budget Monitoring Report - Corporate & HR:**

To receive Budget Monitoring report Month 10 (January end).

*Background Papers: [Budget Monitoring Report and Appendices](#)*

*Contact Officers: Janine Whitty, Head of Corporate; Tracy Adams, Head of Human Resources; Steve Bishop, Responsible Finance Officer (01722 342860)*

9. **Corporate Update:**

To receive a verbal update from the Head of Corporate.

*Background Papers: n/a*

*Contact Officer: Janine Whitty, Head of Corporate (01722 342860)*

10. **Complaints Policies:**

To consider changes to the Complaints Policies.

*Background Papers:* [Complaints Policies Report](#)

*Contact Officer:* Janine Whitty, Head of Corporate (01722 342860)

11. **Training Update Report:**

To receive a report detailing expenditure and impact of training.

*Background Papers:* [Training Update Report](#)

*Contact Officer:* Tracy Adams, Head of Human Resources (01722 342860)

12. **The Year in Review:**

To receive a report on disciplinary, sickness, honorarium, leavers, and promotions.

*Background Papers:* [The Year in Review Report](#)

*Contact Officer:* Tracy Adams, Head of Human Resources (01722 342860)

13. **Employment Rights Act Changes:**

To receive a report confirming compliance with statutory changes.

*Background Papers:* [Employment Rights Act 2025 Report](#)

*Contact Officer:* Tracy Adams, Head of Human Resources (01722 342860)

14. **Human Resources Data:**

To receive a report on Human Resources Data.

*Background Papers:* [KPI Data Report](#)

*Contact Officer:* Tracy Adams, Head of Human Resources (01722 342860)

15. **Exclusion of Press and Public:**

To consider the following resolution: That, under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of agenda items: 16, 17, and 18 on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972 (Paragraph 1 – ‘Information relating to any individual’).

16. **Managing Unreasonable Complainant Behaviour - Annual Report:**

To receive an annual report on the current Managing Unreasonable Complainant Behavior.

*Background Papers:* *Managing Unreasonable Complainant Behaviour – Annual Report*

*Contact Officer:* Janine Whitty, Head of Corporate (01722 342860)

17. **Casual Rate of Pay:**

To review the casual rate of pay enhancements with consideration of resolution number 309 in the Exempt item of the Personnel Committee in April 2023.

*Background Papers: Casual Workers Rate of Pay Report*

*Contact Officer: Tracy Adams, Head of Human Resources (01722 342860)*

18. **CEO Appraisal Process:**

To receive a report on the outcome of the CEO appraisal.

*Background Papers: CEO Appraisal*

*Contact Officer: Asa Thorpe, Chief Executive Officer (01722 342860)*

19. **Matters, if any, which by reason of special circumstances the Chair decides should be discussed as a matter of urgency for information only. Please note that the Council cannot lawfully consider or determine any matter which is not specified on the Agenda of this summons.**