

# SALISBURY CITY COUNCIL

**Subject** : Proposed Committee Calendar for 2026/27  
**Committee** : Full Council  
**Date** : 12 January 2026  
**Author** : Janine Whitty, Head of Corporate Services

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## 1. Report Summary:

- 1.1 This report presents the proposed committee calendar for municipal year 2026/27. The calendar has been designed with Heads of Service to align committee meeting dates with key events throughout the year, including the financial reporting cycle and other significant milestones.
- 1.2 The committee names referenced in the calendar reflect the updated Standing Orders Annex A. Scheme of Delegation agreed at Full Council in July 2025.

## 2. Background:

- 2.1 Each year, a draft calendar of committee meetings is prepared to ensure effective governance and timely decision-making. For 2026/27, particular attention has been given to aligning meeting dates with the financial calendar, including budget-setting periods, quarterly financial reviews, and year-end reporting. The draft committee calendar for 2026/27 is provided in Appendix A.
- 2.2 Aligning committee dates with these events will support informed decision-making and compliance with statutory deadlines.
- 2.3 The draft committee calendar also considers public holidays and major civic events to avoid scheduling conflicts and ensure accessibility for members and stakeholders.
- 2.4 The July 2025 updated Annex A. Scheme of Delegation introduced changes to committee names and responsibilities (see Appendix B for committee details). These updates have been incorporated into the proposed calendar to reflect the current governance framework.

## 3. Recommendation:

- 3.1 The council to accept the proposed draft committee calendar for 2026/27.

## 4. Wards Affected: All

## 5. Background papers:

- 5.1 Appendix A. Draft Committee Calendar 2026/27
- 5.2 Appendix B. Scheme of Delegation overview following changes in July 2025

## 6. Implications:

- 6.1 **Financial:** None in relation to this report
- 6.2 **Legal:** None in relation to this report
- 6.3 **Personnel:** None in relation to this report
- 6.4 **Environmental Impact:** None in relation to this report
- 6.5 **Equalities Impact Statement:** None in relation to this report

# Committee Calendar 2026/27 **DRAFT**

**TO BE CONFIRMED AT FULL COUNCIL 12 JAN 2026**

| Committee                             | May 2026        | June 2026 | July 2026 | August 2026 | Sep. 2026 | Oct. 2026 | Nov. 2026 | Dec. 2026 | Jan. 2027 | Feb. 2027 | March 2027 | April 2027 |
|---------------------------------------|-----------------|-----------|-----------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|
| Mayor Making                          | 9 + 10          |           |           |             |           |           |           |           |           |           |            |            |
| Full Council                          | 26<br>(Tuesday) |           | 13        |             | 14        |           | 9         |           | 11 ⑤      |           | 8          |            |
| The Finance Committee                 |                 | 22 ②      |           |             | 7 ③       |           | 23 ④      |           | 4 ⑤       | 22 ⑥      |            |            |
| The Planning Committee                | 18              | 15        | 20        | 17          | 21        | 19        | 16 ①      | 21        | 18        | 15        | 15         | 19         |
| The Environment Committee             |                 | 8         |           |             | 28        |           |           | 7         |           |           |            | 12         |
| The Communities Committee             |                 | 1         |           |             |           | 12        |           |           |           | 8         |            |            |
| The Commercial Services Committee     |                 |           | 6         |             |           |           | 2         |           |           | 1         |            |            |
| The Governance, Policy & HR Committee |                 |           | 27        |             |           | 5         |           |           |           |           | 22         |            |
| Annual Parish                         |                 |           |           |             |           |           |           |           |           |           |            | 5          |
| Lower Bemerton Trust                  |                 |           | 13        |             |           |           |           |           |           |           |            |            |

- ① Planning Committee moved to allow Q2 financial reporting to go to Finance Committee and Full Council.
- ② Q4 and year end reporting 2024/5.
- ③ Q1 reporting 2025/6. Avoids planning. Clashes with Summer Holidays.

- ④ Q2 reporting 2025/6.
- ⑤ Budget setting meetings 2026/7.
- ⑥ Q3 reporting 2025/6.

## Appendix B

### Standing Orders Annex A. Scheme of Delegation

#### Overview of Committees following agreed changes at Full Council in July 2025

| Committee    | Responsibilities   | Number of Members | Number of Meetings |
|--------------|--|-------------------|--------------------|
| Full Council | <ul style="list-style-type: none"> <li>• Setting the precept and approval of the Council’s budget.</li> <li>• Approval of the Annual Accounts and completion of the Annual Return including the Governance Statement.</li> <li>• The making, amending or revoking of Standing Orders, Financial Regulations and the Scheme of Delegation and Committee Terms of Reference.</li> <li>• Review of delegation arrangements to committees, sub-committees, staff and other local authorities.</li> <li>• Appointment of any new committees in accordance with standing orders and of members to those committees.</li> <li>• Fixing the dates of routine meetings of the Council and its Committees.</li> <li>• Adoption or revision of the Council’s Code of Conduct.</li> <li>• Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence.</li> <li>• Consider important matters of policy or principle which have been referred directly by committees or officers.</li> <li>• Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings) or at any inquiry on matters affecting the Council, excluding those matters specific to a committee.</li> <li>• The making, amending or revoking of bye-laws.</li> <li>• Authorisation as to terms and purpose for any application for Borrowing Approval.</li> <li>• Approval of purchase, acquisition by other means, lease, sale or disposal of land, property and assets of significant historical or civic value.</li> <li>• Consideration of the recommendations made by a committee.</li> <li>• Dismissal of Proper Officer / Chief Executive Officer / the RFO / Head of Finance.</li> <li>• Approval of key documents, policies and strategies including obligations under data protection legislation, complaints and freedom of information policies.</li> </ul> | 24                | 6                  |

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|                           | <ul style="list-style-type: none"> <li>• Consideration of other matters that the council may from time to time determine necessary and that fall within its statutory functions, powers and obligations.</li> </ul>  |   |    |
| The Finance Committee     | <p>Matters for consideration and determination:</p> <ul style="list-style-type: none"> <li>• All matters relating to Finance, including the recommendation of the approval of the Year End Accounts &amp; approval of the Annual Return (Statement of Accounts) to Full Council.</li> <li>• To receive, and consider, Budget Monitoring Reports at each meeting.</li> <li>• All matters relating to Internal and external Audits.</li> <li>• Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities.</li> <li>• Review and approve appropriate Council Finance Policies.</li> <li>• Approval of Leases and Licences.</li> <li>• Any other matter which may be delegated to it by the Full Council from time to time.</li> </ul>  | 9 | 5  |
| The Environment Committee | <p>Matters for consideration and determination - the strategic management of the following, for which there is a previously approved revenue budget, all matters relating to:</p> <ul style="list-style-type: none"> <li>• Environmental Services which includes Facilities, Streetscene, Parks &amp; Open Spaces, CCTV, Crematorium and Cemeteries.</li> <li>• Review and approve Health and Safety policies, including associated risk assessments, and receive incident reports.</li> <li>• Review and approve Council-Environmental and Facilities Policies.</li> <li>• The committee will deliver the council's Net Zero agenda on behalf of the council.</li> <li>• The committee shall receive relevant Budget Monitoring reports at each meeting.</li> <li>• Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance Committee for final consideration and determination.</li> <li>• Any other matter which may be delegated to it by the Full Council from time to time.</li> </ul> | 9 | 4  |
| The Planning Committee    | <p>Matters for consideration and determination:</p> <ul style="list-style-type: none"> <li>• To comment on planning applications received from Wiltshire Council</li> <li>• To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plan or Studies as considered appropriate, including routine transport issues.</li> <li>• To comment on Licensing matters received from Wiltshire Council's licensing authority</li> </ul>   | 9 | 12 |

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|                                   | <ul style="list-style-type: none"> <li>• To comment on Highway Improvement and Traffic Survey requests as required.</li> <li>• Street naming when requested.</li> <li>• To make recommendations regarding waiting restrictions within the City.</li> <li>• Consideration of the Community Area Transport Group recommendations.</li> <li>• Retain custodianship of the local Neighbourhood Development Plan and advise upon its delivery and future updating.</li> <li>• Any other matter which may be delegated to it by the Full Council from time to time</li> </ul>   |   |   |
| The Communities Committee         | <p>Matters for consideration and determination - the strategic direction setting, for which there is a previously approved revenue budget, all matters relating to:</p> <ul style="list-style-type: none"> <li>• Community Services which includes Active Communities, Community Development and The Pantry.</li> <li>• Grants, including rent-reductions, to community groups within SCC's boundaries.</li> <li>• Review and approve Safeguarding managements and policies. Appendix 2</li> <li>• Review and approve Council-Communities' Policies.</li> <li>• To receive, and consider, relevant Budget Monitoring Reports at each meeting.</li> <li>• Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance Committee for final consideration and determination.</li> <li>• Any other matter which may be delegated to it by the Full Council from time to time</li> </ul>   | 7 | 3 |
| The Commercial Services Committee | <p>Matters for consideration and determination:</p> <ul style="list-style-type: none"> <li>• All matters related to the Charter Market and other speciality markets.</li> <li>• All matters related to council events.</li> <li>• All matters relating to the commercial use of the Guildhall.</li> <li>• All matters relating to the Information Centre and Shopmobility.</li> <li>• All matters relating to Communications and Public Relations (internal and external including press, social media, website, advertising, etc).</li> <li>• All matters relating to other SCC commercial opportunities (such as to foster partnership relationships with residents, commerce and other SCC organisations).</li> <li>• Review and approve Council Commercial Services Policies including that for dealing with the press and media.</li> <li>• The committee shall review any other commercial considerations from across the council, including the crematorium.</li> <li>• The committee shall receive relevant Budget Monitoring reports at each meeting.</li> </ul> | 7 | 3 |

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|  | <ul style="list-style-type: none"> <li>• Any other matter which may be delegated to it by the Full Council from time to time.</li> </ul>  |   |   |
| <p>The Governance, Policy and HR Committee</p> | <p>Matters for consideration and determination:</p> <ul style="list-style-type: none"> <li>• Review and approve Council Policies (not covered by other specialist committees), including Governance, Corporate and HR Policies in accordance with SCC's Policy Management Policy.</li> <li>• Review Standing Orders, making appropriate recommendations to Full Council on any regulatory/legislative changes, or those pertaining to SCC.</li> <li>• Review Members Code of Conduct, Induction Handbook and other such guidance, making appropriate recommendations to Full Council on any regulatory/legislative changes, or those pertaining purely to SCC.</li> <li>• Forward updated Standing Orders and Members Code of Conduct, with Recommendations, to Full Council for approval and adoption.</li> <li>• Review Corporate Governance and Risk Management.</li> <li>• Consider staff Conditions of service</li> <li>• Review and approve employment policies.</li> <li>• Matters related to grievance, disciplinary and capability matters for the Proper Officer and senior managers, in accordance with the Council's Grievance Policy and the Council's Disciplinary &amp; Appeals Policy.</li> <li>• Oversight of matters related to grievance, disciplinary and capability matters for all staff.</li> <li>• Conduct annual appraisal of the Proper Officer/CEO (to be conducted by this Committee's Chair, Council Chair/Mayor and an Administration Leader) following best practice.</li> <li>• Consideration of appeal against dismissal by Heads of Service, in accordance with the Council's policies.</li> <li>• Recommendation to Full Council concerning dismissal of Proper Officer/CEO or the RFO / Head of Finance</li> <li>• The committee shall receive relevant Budget Monitoring reports at each meeting.</li> <li>• The committee will receive reports from any Community Infrastructure Levy (CIL) working group, if set up, and consider and review applications for monies.</li> <li>• The committee shall be able to receive updates and reports from other SCC committees as appropriate and necessary.</li> </ul> | 7 | 3 |

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|  | <ul style="list-style-type: none"><li>• Any matter may be referred by the Committee to the Full Council or other committee for information or final approval</li></ul> |  |  |
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