

SALISBURY CITY COUNCIL

Report

Subject : Standing Orders Annex A
Committee : Full Council
Date : 14 July 2025
Author : Penny Muxworthy, Corporate Services / Asa Thorpe, Chief Executive

1. Report Summary:

- 1.1 Annex A of the Standing Orders may be amended at any appropriate time without requiring changes to the substantive Standing Orders themselves. Such amendments are commonly made following the election of a new administration.
- 1.2 Under the previous governance structure, some committee names and Terms of Reference did not correspond directly with the services provide by the council, for the clear work areas of the council. For example, community grants were included within the Events, Markets & Grants Sub-Committee, rather than being aligned with the Community Services Committee, where operational responsibility sits.
- 1.3 To support clarity and accountability, it is recommended that committee names and Terms of Reference are aligned with the Council's service teams. This alignment will ensure more coherent oversight and improve the flow of operational reporting.
- 1.4 It is further recommended that each Head of Service be responsible for reporting to the committee which reflects their area of operational responsibility. This will ensure greater transparency in decision-making and clearer lines of accountability.
- 1.5 Full Council retains the power to establish additional committees, sub-committees, and working groups as required. Terms of Reference for any new body would be determined by resolution of Full Council, in accordance with the Council's Standing Orders.

2. Background:

- 2.1 Salisbury City Council currently operates under a Scheme of Delegation set out in **Appendix 1**, which defines the responsibilities of Full Council and its standing committees. This version reflects the existing governance arrangements and has formed the basis of committee operations to date.
- 2.2 Over time, several operational and structural changes within the organisation have exposed limitations in the current framework. In particular, some committee remits have become outdated or overlapping, and newer areas of service delivery, such as commercial activities, communications, and sustainability are not clearly aligned to any one committee. Additionally, officer accountability and committee membership allocation processes lack consistency.

- 2.3 As a result, the current framework has led to ambiguity around decision-making responsibilities and reporting lines. It has also contributed to fragmented oversight of key policy and budget functions, and insufficient clarity regarding emerging Council priorities such as the Net Zero agenda, safeguarding, and wider community engagement.
- 2.4 A revised Scheme of Delegation has therefore been developed, as set out in **Appendix 2**. This proposed version introduces a number of structural changes aimed at strengthening governance, ensuring better alignment with current service areas, and improving the transparency and efficiency of committee operations. This new schedule of delegation was developed by a working party with Councillors Brown, Last, Suddards and Podger in June 2025.
- 2.5 Key updates include a reconfiguration of the committee structure, clearer distinctions between financial, governance, HR, and commercial responsibilities, formalised councillor representation across committees, and an expanded role for Full Council in strategic oversight. The revised scheme also provides enhanced guidance on working groups, officer support, and reporting protocols.
- 2.6 The proposed Scheme of Delegation in Annex B is intended to replace the current version in Annex A in its entirety, subject to approval by Full Council.

3. Recommendations:

- 3.1 It is recommended that Full Council approve the updated version of Appendix 2 to the Standing Orders, replacing the existing version Appendix 1

4. Wards Affected: All

5. Background papers: Appendix 1 – Current Annex A Appendix 2 – Proposed Annex A

6. Implications:

6.1 Financial: Nil in relation to this report

6.2 Legal: Nil in relation to this report

6.3 Personnel: Nil in relation to this report, although the recommended amendments are such that each Head of Service will be responsible for the committee that aligns with their Service.

6.4 Environmental Impact: Nil in relation to this report

6.5 Equalities Impact Statement: Nil in relation to this report



Current Standing Orders

ANNEX A – SCHEME OF DELEGATION

1 COMMITTEES OF THE COUNCIL

- a The council will appoint 6 Standing Committees:
 - i) The Finance and Governance Committee
 - ii) The Community Services Committee
 - iii) The Environment and Climate Committee
 - iv) The Personnel Committee
 - v) The Planning and Development Committee
 - vi) The Market, Events and Grants Sub-
- b The Council may determine the number of any or all committees without the need to amend Standing Orders.
- c Any member of the City Council may attend meetings of any committee of which they are not a member. They must declare that they are not a member, may speak on any matter only with the permission of the Chairman and shall not vote.
- d Members shall be appointed to the Committees in a manner which as nearly as practicable reflects the membership of the political groups represented on the Council.

2 FULL COUNCIL

Matters Reserved For Full Council

- a Setting the precept and approval of the Council's budget
- b Approval of the Annual Accounts
- c Completion of the Annual Return including the Governance Statement
- d The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- e Adoption or revision of the Council's Code of Conduct.
- f Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- g Matters of principle or policy.
- h Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings)
- i Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Council, excluding those matters specific to a committee.

Appendix 1`

- j The making, amending or revoking of bye-laws
- k Authorisation as to terms and purpose for any application for Borrowing Approval
- l Approval of purchase, acquisition by other means, lease, sale or disposal of land and property.
- m Dismissal of Proper Officer
- n Dismissal of the RFO
- o Salisbury Neighbourhood Development Plan Steering Group will report updates at Full Council as developments occur

3 THE FINANCE AND GOVERNANCE COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **9 members of the Council who will meet as committee at least 3 times per year**
 - ii) Members to be appointed by Full Council each year
- b Matters for consideration and determination:
 - i) All matters relating to Finance, including the recommendation of the approval of the Year End Accounts & approval of the Annual Return (Statement of Accounts) to Full Council
 - ii) All matters relating to grants and donations
 - iii) All matters relating to Internal Audit
 - iv) Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities
 - v) Health and Safety
 - vi) Corporate Governance and Risk Management
 - vii) Approval of Leases and Licences
 - viii) Democratic Representation
 - ix) Any other matter which may be delegated to it by the Full Council from time to time

4 THE COMMUNITY SERVICES COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **9 members of the Council who will meet as committee at least 3 times per year**
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination - the strategic management of the following for which there is a previously approved revenue budget, all matters relating to:
 - i) *Business Services* which includes the Guildhall, Communications, Customer Services and Shopmobility
 - ii) *Community Services* which includes Active Communities and Community Development,
 - iii) Any other matter which may be delegated to it by the Full Council from time to time

Appendix 1`

- iv) 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 and Governance Committee for final consideration and determination

5 THE ENVIRONMENT AND CLIMATE COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **9 members of the Council who will meet as committee at least 3 times per year**
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination - the strategic management of the following for which there is a previously approved revenue budget, all matters relating to:
 - i) *Environmental Services* which include– Facilities, Street Scene, Parks & Open Spaces, CCTV, Crematorium and Cemeteries
 - ii) *Environmental Action Plan and associated matters*– which includes the monitoring and delivery of the plan
 - iii) Any other matter which may be delegated to it by the Full Council from time to time
 - iv) 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 and Governance Committee for final consideration and determination

6 THE PERSONNEL COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **5 members of the Council who will meet as committee at least once per year or as required**
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination: - *provided they have no impact on approved budgets*
 - i) Recommendations to Full Council concerning dismissal of Proper Officer
 - ii) Recommendation to Full Council concerning the dismissal of the RFO
 - iii) Final decision on staff structures and consideration of staffing reviews
 - iv) Salaries & Conditions of service
 - v) Approval of employment policies, in accordance with SCC's Policy Management Policy
 - vi) 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 & Appeals Policy
 - vii) Appraisal of the Proper Officer
 - viii) Consideration of appeal against dismissal by Senior Managers, in accordance with the Council's policies

Appendix 1`

- ix) 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 and Governance committee for final consideration and determination
- x) Any matter may be referred by the Committee to the Full Council or other committee for information or final approval

7 THE PLANNING AND DEVELOPMENT COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **9 members of the Council who will meet as committee often enough to provide an effective response to planning applications**
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination:
 - i) To comment on planning applications received from the local planning authority
 - ii) 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
 - iii) To comment on Licensing matters received from the local licensing authority
 - iv) To comment on Highway Improvement and Traffic Survey requests as required
 - v) Street naming when requested
 - vi) To make recommendations regarding waiting restrictions within the City
 - vii) Consideration of the Community Area Transport Group recommendations
 - viii) Salisbury Neighbourhood Development Plan Steering Group will report updates at Full Council as developments occur.
 - ix) Any other matter which may be delegated to it by the Full Council from time to time

8 THE MARKETS, EVENTS AND GRANTS SUB COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **7 members of the Council who will meet as committee.**
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination:
 - i) All matters related to the Charter Market and other speciality markets
 - ii) All matters related to council events
 - iii) The award of Community Grants in accordance with the Grants Policy

9 OTHER COMMITTEE MATTERS

- a There are no other standing committees or sub-committees but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee or sub-committee is formed by means of a minute detailing the terms of reference.

Appendix 1`

- b Any Committee may refer matters on which it has delegated authority to the Full Council or other committee for a final decision if it so wishes

10 WORKING OR STEERING GROUPS

- a A Working Groups may be formed by resolution of Full Council or a committee at any time.
- b The work of such a working or steering group will be decided upon at the time it is formed by means of a minute detailing the terms of reference which will consider the purpose of the working group, its membership, and frequency of meetings, accountability & reporting and areas of interest.
- c Working or Steering Groups will report back with recommendations to Full Council, or the committee that formed it, from time to time and as appropriate.

11 DELEGATION - LIMITATIONS

- a Committees and sub-committees shall, at all times, act in accordance with the Council's Standing Orders and Financial Regulations, and where applicable, any other rules, regulations, schemes, statutes, bye-laws or orders made and with any directions given by the Council from time to time.



Proposed Standing Orders

ANNEX A – SCHEME OF DELEGATION

Councillors are requested to note that this Annex forms a stand-alone/independent part of the overall Standing Orders.

1 COMMITTEES OF THE COUNCIL

- a The Council may determine the number and type of any or all Standing committees without the need to amend Standing Orders. The council will currently appoint the following Standing Committees, which includes:
 - i) The Finance Committee
 - ii) The Communities Committee
 - iii) The Environment Committee
 - iv) The Governance, Policy & HR Committee
 - v) The Planning Committee
 - vi) The Commercial Services Committee
 - vii) Any others deemed appropriate, whether temporary or permanent committees.
- b Any member of the City Council may attend meetings of any committee of which they are not a member. They must declare that they are not a member, may speak on any matter only with the permission of the Chair and shall not vote.
- c The allocation of members to each committee is in proportion to the Full Council make-up after elections and intermittent by-election results, and through the individual 'groups', and equates to 2 committees per Councillor (plus Full Council) – ie 48 committee places with 24 councillors.

2 FULL COUNCIL

Matters Reserved for Full Council

- a Setting the precept and approval of the Council's budget.
- b Approval of the Annual Accounts.
- c Completion of the Annual Return including the Governance Statement.
- d The making, amending or revoking of Standing Orders, Financial Regulations and the Scheme of Delegation and Committee Terms of Reference.
- e Review of delegation arrangements to committees, sub-committees, staff and other local authorities.
- f Appointment of any new committees in accordance with standing orders.
- g Appointment of members to committees.
- h Fixing the dates of routine meetings of the Council and its Committees.
- i Adoption or revision of the Council's Code of Conduct.

Appendix 2

- j Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence.
- k Consider important matters of policy or principle which have been referred directly by committees or officers.
- l Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings).
- m Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Council, excluding those matters specific to a committee.
- n The making, amending or revoking of bye-laws.
- o Authorisation as to terms and purpose for any application for Borrowing Approval.
- p Approval of purchase, acquisition by other means, lease, sale or disposal of land, property and assets of significant historical or civic value.
- q Consideration of the recommendations made by a committee.
- r Dismissal of Proper Officer / Chief Executive Officer.
- s Dismissal of the RFO / Head of Finance.
- t Approval of key documents, policies and strategies including obligations under data protection legislation, complaints and freedom of information policies.
- u Consideration of other matters that the council may from time to time determine necessary and that fall within its statutory functions, powers and obligations.

3 THE FINANCE COMMITTEE

- a Membership and Frequency of Meeting:
 - i) 9 members of the Council who will meet as committee at least 4 times per year + January budget-setting meeting.
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination:
 - i) All matters relating to Finance, including the recommendation of the approval of the Year End Accounts & approval of the Annual Return (Statement of Accounts) to Full Council.
 - ii) To receive, and consider, Budget Monitoring Reports at each meeting.
 - iii) All matters relating to Internal and external Audits.
 - iv) Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities.
 - v) Review and approve appropriate Council Finance Policies.
 - vi) Approval of Leases and Licences.
 - vii) Any other matter which may be delegated to it by the Full Council from time to time.

The Head of Service for this Committee is the RFO.

4 THE COMMUNITIES COMMITTEE

- a Membership and Frequency of Meeting:
 - i) 7 members of the Council who will meet as committee at least 3 times per year.
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination - the strategic direction setting, for which there is a previously approved revenue budget, all matters relating to:
 - i) Community Services which includes Active Communities, Community Development and The Pantry.
 - ii) Grants, including rent-reductions, to community groups within SCC's boundaries.
 - iii) Review and approve Safeguarding managements and policies.

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- iv) Review and approve Council-Communities' Policies.
- v) To receive, and consider, relevant Budget Monitoring Reports at each meeting.
- vi) 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.
- vii) Any other matter which may be delegated to it by the Full Council from time to time.

The Head of Service for this Committee is the Head of Communities

5 THE ENVIRONMENT COMMITTEE

- a Membership and Frequency of Meeting:
 - i) 9 members of the Council who will meet as committee at least 4 times per year.
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination - the strategic management of the following, for which there is a previously approved revenue budget, all matters relating to:
 - i) Environmental Services which includes – Facilities, Streetscene, Parks & Open Spaces, CCTV, Crematorium and Cemeteries.
 - ii) Review and approve Health and Safety policies, including associated risk assessments, and receive incident reports.
 - iii) Review and approve Council-Environmental and Facilities Policies.
 - iv) The committee will deliver the council's Net Zero agenda on behalf of the council.
 - v) The committee shall receive relevant Budget Monitoring reports at each meeting.
 - vi) 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.
 - vii) Any other matter which may be delegated to it by the Full Council from time to time.

The Head of Service for this Committee is the Head of Environment

6 THE GOVERNANCE, POLICY & HR COMMITTEE

- a Membership and Frequency of Meeting:
 - i) 7 members of the Council who will meet as committee at least 3 times per year.
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination:
 - i) 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.
 - ii) Review Standing Orders, making appropriate recommendations to Full Council on any regulatory/legislative changes, or those pertaining to SCC.
 - iii) 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.
 - iv) Forward updated Standing Orders and Members Code of Conduct, with Recommendations, to Full Council for approval and adoption.
 - v) Review Corporate Governance and Risk Management.
 - vi) Consider staff Conditions of service.

Appendix 2

- vii) Review and approve employment policies.
- viii) 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 & Appeals Policy.
- ix) Oversight of matters related to grievance, disciplinary and capability matters for all staff.
- x) 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.
- xi) Consideration of appeal against dismissal by Heads of Service, in accordance with the Council's policies.
- xii) Recommendation to Full Council concerning dismissal of Proper Officer/CEO.
- xiii) Recommendation to Full Council concerning the dismissal of the RFO.
- xiv) The committee shall receive relevant Budget Monitoring reports at each meeting.
- xv) The committee will receive reports from any Community Infrastructure Levy (CIL) working group, if set up, and consider and review applications for monies.
- xvi) The committee shall be able to receive updates and reports from other SCC committees as appropriate and necessary.
- xvii) Any matter may be referred by the Committee to the Full Council or other committee for information or final approval.

The Heads of Service for this committee will be the Head of HR and Head of Corporate

7 THE PLANNING COMMITTEE

- a Membership and Frequency of Meeting:
 - i) 9 members of the Council who will meet monthly as committee to provide an effective response to planning applications.
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination:
 - i) To comment on planning applications received from the local planning authority (ie Wiltshire Council).
 - ii) 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.
 - iii) To comment on Licensing matters received from the local licensing authority (ie Wiltshire Council).
 - iv) To comment on Highway Improvement and Traffic Survey requests as required.
 - v) Street naming when requested.
 - vi) To make recommendations regarding waiting restrictions within the City.
 - vii) Consideration of the Community Area Transport Group recommendations.
 - viii) Retain custodianship of the local Neighbourhood Development Plan and advise upon its delivery and future updating.
 - ix) Any other matter which may be delegated to it by the Full Council from time to time.

The Head of Service for this committee will be the Head of Corporate supported by the Head of Environment

8 THE COMMERCIAL SERVICES COMMITTEE

Appendix 2

- a Membership and Frequency of Meeting:
 - i) 7 members of the Council who will meet as committee at least 3 times per year.
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination:
 - i) All matters related to the Charter Market and other speciality markets.
 - ii) All matters related to council events.
 - iii) All matters relating to the commercial use of the Guildhall.
 - iv) All matters relating to the Information Centre and Shopmobility.
 - v) All matters relating to Communications and Public Relations (internal and external including press, social media, website, advertising, etc).
 - vi) All matters relating to other SCC commercial opportunities (such as to foster partnership relationships with residents, commerce and other SCC organisations).
 - vii) Review and approve Council Commercial Services Policies including that for dealing with the press and media.
 - viii) The committee shall review any other commercial considerations from across the council, including the crematorium.
 - ix) The committee shall receive relevant Budget Monitoring reports at each meeting.
 - x) Any other matter which may be delegated to it by the Full Council from time to time.

The Head of Service for this committee will be the Head of Business

9 OTHER COMMITTEE MATTERS

- a Other standing committees or sub-committees may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee or sub-committee is formed by means of a minute detailing the terms of reference (including its membership, frequency of meetings, accountability & reporting, and areas of interest).
- b Any Committee may refer matters on which it has delegated authority to the Full Council or other committee for a final decision if it so wishes.
- c Any Committee may refer matters onto other committees for discussion if it so wishes.
- d Committees and sub-committees shall, at all times, act in accordance with the Council's Standing Orders and Financial Regulations, and where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

10 WORKING OR STEERING GROUPS

- a Working Groups may be formed by resolution of Full Council or a committee at any time.
- b The work of such a working or steering group will be decided upon at the time it is formed by means of a minute detailing the terms of reference which will consider the purpose of the working group, its membership, and frequency of meetings, accountability & reporting and areas of interest.
- c Working or Steering Groups will report back with recommendations to Full Council, or the committee that formed it, from time to time and as appropriate.
- d The Council and Standing Committees may appoint Working Parties without delegated powers comprising of Councillors with powers to co-opt non-Councillors on a non-voting basis. The Chairman has authority to invite other Councillors to attend the meeting. The quorum of any working party must be at least three Councillors.

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- e Working Parties shall be convened via a report from the Chief Executive to Council or a Standing Committee or a Councillor motion to Council.
- f The Chairman of any Steering or Advisory Group shall be elected from within the councillor representation. The Chairman will be ratified by the parent committee or Full Council at the first opportunity.
- g An appropriate council officer will support any working groups convened.

11 ANNUAL PARISH MEETING

The Council will hold a Parish Meeting annually, between 1st March and 31st May.

This is an opportunity for Parish Residents to attend and ask questions, make observations and comments, of the City Council's Councillors.

This is not a Committee of the Council.

For Note:

Reference to Proper Officer – shall include that of Clerk / Chief Executive Officer / CEO

Reference to Responsible Financial Officer – shall include that of Head of Finance / RFO

Committee Calendar 2025/26

Appendix 3

Committee	May 2025	June 2025	July 2025	August 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	March 2026	April 2026
Mayor Making	10 + 11											
Full Council	12 + 27 (Tuesday)		14		15		10		12 ⑤		9	
Finance		23 ②			1 ③		24 ④		5 ⑤	23 ⑥		
Planning	19	16	21	18	22	20	17 ①	15	19	16	16	20
Environment		9			29			8				13
Communities		2				6				9		
Commercial Services			7			27				2		
Governance, Policy and HR			28			13					23	
Annual Parish												7 (Tuesday)
Lower Bemerton Trust			14									

- 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.