

Salisbury City Council

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To all Members of The Governance, Policy & HR Committee

Chair: B Dalton

Vice Chair:

Cllrs: S Charleston, T Last, J Nettle, P Podger, S Rideout, E Rimmer

You are summoned to attend a meeting of the **Governance, Policy & HR Committee** of Salisbury City Council to be held on **28 July 2025** at the **Guildhall** at **6:30pm**

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

22 July 2025

Cc: All other Members of the Council for information

Agenda

1. **Election of the Chair and Vice chair of the Governance, Policy & HR Committee for 2025/26:**

To receive nominations for the Chair and Vice Chair of the Governance, Policy & HR Committee for 2025/26.

2. **Apologies:**

To receive any apologies for absence.

3. **Public Questions/Statement:**

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

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 by midday on the working day before the meeting.

4. **Councillor Questions/Statement:**

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 1 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 three o'clock on the day of the meeting.

5. **Minutes of Previous Meeting:**

To approve as a correct record and sign the minutes of the last meeting of the Personnel Committee held on 31 March 2025.

6. **Declarations of Interest:**

To receive any declarations of interest.

7. **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.

8. **Chairman's Announcements:**

To receive any announcements from the Chairman.

9. **Job Evaluation Project:**

To receive an update on the Council-wide job evaluation project, including progress to date and proposed next steps.

Background Papers:

[Job Evaluation Project](#)

Contact Officer: Tracy Adams (01722 342860)

10. **Employment Rights Bill:**

To provide an overview of potential changes to Employment Law under the proposed Employment Rights Bill.

Background Papers:

[Employment Rights Bill](#)

Contact Officer: Tracy Adams (01722 342860)

11. **KPI Data:**

To receive and not the latest quarterly workforce metrics report, including data on headcount, recruitment timescales, turnover, and absence.

Background Papers:

[KPI Data](#)

Contact Officer: Tracy Adams (01722 342860)

12. **Revisions Chief Executive Officer Job Description:**

To consider the revised job description for the Chief Executive Officer in accordance with Standing Orders.

Background Papers:

[Revisions Chief Executive Officer Job Description](#)

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

13. **Consideration of Counselling Support for Staff:**

To consider, in principle, the provision of paid-for staff counselling support, with detailed proposals to be brought forward as part of the budget-setting process.

Background Papers:

[Consideration of Counselling Support for Staff](#)

Contact Officer: Tracy Adams, Head Of HR (01722 342860)

14. **Policy and Procedures Management**

To review and approve the revised Policy and Procedures Management document to ensure consistent governance, compliance, and operational clarity across the Council.

Background Papers:

[Policy and Procedure Management Policy](#)

Contact Officer: Penny Muxworthy (01722 342860)

15. **Matters, if any, which by reason of special circumstances the Chairman 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.**