

Salisbury City Council

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Minutes

Meeting of : Personnel Committee
Date : 28 July 2025
Meeting held in : The Guildhall, Salisbury
Commencing at : 6:30pm

Present:

Chair: B Dalton Vice Chair: T Last

Cllrs: S Charleston, J Nettle, P Podger S Rideout

Officers: Asa Thorpe, Janine Whitty and Andrew Hunt

Also Present: Cllr J Wells as an observer, left 7:30pm

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

The Committee was invited to consider nominations for the positions of Chair and Vice Chair for the 2025/26 municipal year.

1.1 Cllr B Dalton was elected as Chair of the Governance, Policy & HR Committee for the 2025/26 municipal year.

Proposed by: Cllr S Charleston

Seconded by: Cllr P Podger

A vote was taken, and it was **agreed**.

1.2 Cllr T Last was elected as Vice Chair of the Governance, Policy & HR Committee for the 2025/26 municipal year.

Proposed by: Cllr S Charleston

Seconded by: Cllr P Podger

A vote was taken, and it was **agreed**.

2. Apologies:

No apologies were received.

3. Public Questions/Statement:

There were no questions submitted from the public.

4. Councillor Questions/Statement:

Cllr J Nettle Submitted the following question:

“Can we make policies and procedures available to councillors on an SCC SharePoint/Teams Extranet? As the current system is difficult, if not impossible, for councillors to navigate.”

The Chief Executive Officer confirmed that officers would be looking into options as requested.

5. Minutes of the Previous Meeting:

The minutes of the last meeting of the Personnel Committee held on 31 March 2025 were approved and signed by the Chairman.

6. Declarations of Interest:

No declarations of interest were received.

7. Dispensations:

No dispensations were requested.

8. Chairman's Announcements:

The Chairman thanked Members for their vote of confidence and confirmed his intention to serve the Committee to the best of his ability.

9. Job Evaluation Project:

The Committee received a report from Tracy Adams, Head of Human Resources, providing an update on the Council-wide job evaluation project. The report set out the

progress to date, including the completion of staff questionnaires, the application of the GLPC scheme via South West Councils, and the planned next steps in relation to pay modelling.

It was noted that a meeting with Unison is scheduled for 15 October 2025. Any changes to pay arising from the project will take effect from 1 October 2025, with a two-year pay protection period in place for any reductions. Final pay modelling would be reported to this Committee at its meeting on 13 October 2025.

Resolved:

9.1 To note the contents of the report.

9.2 Note the outcome of the job evaluation project will be presented to the committee on 13 October 2025.

Proposed by: Cllr S Charleston

Seconded by: Cllr P Podger

A vote was taken, and it was **agreed**.

10. Employment Rights Bill

The Committee received a report from Tracy Adams, Head of Human Resources, outlining proposed changes to employment legislation under the Employment Rights Bill, which is due to be phased in between 2025 and 2027. The report highlighted several key areas of reform, including increased protections for parents, whistleblowers, and zero-hours workers. It also detailed new duties on employers in relation to workplace harassment and flexible working arrangements.

The Committee noted that the Council's HR policies and employment contracts would be reviewed in line with the new legislation, and that further updates will be brought to future meetings as required.

Resolved:

10.1 To note the contents of the report.

Proposed by: Cllr B Dalton

A vote was taken, and it was **agreed**.

11. KPI Data

The Committee received and considered the quarterly Key Performance Indicator (KPI) report, presented by Tracy Adams, Head of Human Resources, covering service

performance across key operational areas. The report included data relating to response times, levels of service delivery, and staff performance indicators.

Members discussed the contents of the report and asked questions on various aspects of performance.

Cllr J Nettle requested that future KPI reports include comparative figures specific to Salisbury in order to provide clearer local context within the broader statistical data.

Resolved:

11.1 To note the contents of the report.

Proposed by: Cllr B Dalton

A vote was taken, and it was **agreed**.

12. Revisions Chief Executive Officer Job Description

The Committee considered a report from Asa Thorpe, Chief Executive Officer, proposing revisions to the job description for the Chief Executive Officer role. The proposed updates reflect operational experience since Mr Thorpe's appointment, changes in the Council's strategic priorities, and the evolving scope of leadership responsibilities.

It was noted that the revised job description had been presented for approval in accordance with the Council's Standing Orders.

During the discussion, the Chairman requested that when revised documents are submitted for consideration, any changes should be clearly identified using red text or track changes, particularly where annexes or supporting documents are involved, to ensure transparency and ease of comparison.

The Committee discussed the report and it was:

Resolved:

12.1 To approve the updated Chief Executive Officer job description as set out in Appendix A.

12.2 To confirm the changes are consistent with Standing Orders.

Proposed by: Cllr Dalton

A vote was taken, and it was **agreed**.

13. Consideration of Counselling Support for Staff

The Committee considered a report from Tracy Adams, Head of Human Resources, regarding levels of staff absence due to stress and related mental health issues. The report highlighted patterns in recent absence data and outlined the potential benefits of providing paid-for counselling support to staff as part of a wider approach to wellbeing and absence management.

Members recommended for the use of a confidential 'telephone line' service for staff. Members affirmed their view that such a service should form part of the overall package of support.

Resolved:

13.1 To note the current levels and impact of mental health-related absence.

13.2 To agree in principle to support offering access to paid-for counselling for staff, subject to the budget setting process.

13.3 To authorise the Head of HR to explore options and include costings in the forthcoming budget planning proposals.

Proposed by: Cllr B Dalton

A vote was taken, and it was **agreed**.

14. Policy and Procedures Management

The Committee considered a report from Janine Whitty, Head of Corporate Services, presenting a revised Policy and Procedure Management Policy. The updated policy clarifies key definitions and responsibilities, sets out defined review cycles, and ensures alignment with current governance practices and systems, including the Council's SharePoint platform (Aline).

Resolved:

14.1 To approve the revised Policy and Procedure Management Policy as set out in the report.

14.2 To note that the Policy will be re-adopted by Full Council in accordance with Standing Orders. The track changes to be applied in this document.

14.3 To agree that the Head of Corporate Services will oversee scheduled reviews and dissemination processes in line with the updated policy.

Proposed by: Cllr B Dalton

A vote was taken, and it was **agreed**.

15. Matters, if any, which by reason of special circumstances the Chairman, decides should be considered as a matter of urgency:

There was none.

There was 0 member of the public or press present.

The meeting closed at 7.52pm.