

Salisbury City Council
The Guildhall
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To all Members of the Governance, Policy & HR Committee

Chair: Cllr B Dalton

Vice-Chair: Cllr T Last

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

You are summoned to attend a meeting of the Governance, Policy & HR Committee of Salisbury City Council to be held on **Monday 27 July 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
21 July 2026

Cc: All other Members of the Council for information

Agenda

1. Election of Chair and Vice-Chair of the Committee:

To elect the Chair and Vice-Chair of the Governance, Policy & HR Committee.

2. Apologies:

To receive any apologies for absence.

3. Public Questions/Statements:

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

In accordance with the Council's Standing Orders, written notice of any question or statement must be submitted to the Chief Executive Officer by 12 noon on the working day prior to the meeting. Notices should be sent to:
corporate@salisburycitycouncil.gov.uk.

4. 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 three o'clock on the day of the meeting corporate@salisburycitycouncil.gov.uk.

5. 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.

6. 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.

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. Chair's Announcements:

To receive any announcements from the Chair.

9. Budget Outturn / Monitoring Report – Corporate & HR

To receive the 25/26 budget outturn report.

Background Papers: [Report](#)

Contact Officer: Steve Bishop, Responsible Finance Officer (01722 342860)

10. Councillor Training Update:

To review councillor training attendance and consider recommendations for mandatory training.

Background Papers: [Report](#)

Contact Officer: Janine Whitty, Head of Corporate & Interim Deputy Chief Executive Officer (01722 342860)

11. Request for a Revised Post:

To review a request for the introduction of a Health and Safety Officer.

Background Papers: [Report](#)

Contact Officer: Sean Saunders, Health and Safety Manager (01722 342860)

12. HR KPI Data:

To receive the quarterly update on HR KPI data.

Background Papers: [Report](#)

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

13. HMRC Consideration of New Petrol Reimbursement Rate:

To consider increasing the petrol reimbursement rate.

Background Papers: [Report](#)

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

14. Policy Review - HR:

Review of HR policies due to changes in legislation and organisational practices.

Background Papers: [Report](#)

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

15. CEO Appraisal 2026/27 Process and Revised Job Description:

To approve the revised CEO appraisal process for 2026/27 and job description.

Background Papers: [Report](#)

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

16. 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.