

Salisbury City Council

The Guildhall
Market Place
Salisbury
SP1 1JH

SALISBURY
CITY COUNCIL



Officer to contact: Clare Dickinson, Senior Corporate Officer
Direct line: 01722 342860
Email: corporate@salisburycitycouncil.gov.uk
Website: www.salisburycitycouncil.gov.uk

To all Members of the Governance, Policy and 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 and HR Committee of Salisbury City Council to be held on **Monday 5 October 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
29 September 2026

Cc: All other Members of the Council for information

Agenda

1. Apologies:

To receive any apologies for absence.

2. 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.

3. 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.

4. 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 and HR Committee held on 27 July 2026.

5. 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.

6. 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.

7. Chair's Announcements:

To receive any announcements from the Chair.

8. Budget Monitoring Report – Corporate and HR:

To receive the budget monitoring report for month for 2026/27 to the end of July (P4).

Background Papers: [Budget Monitoring Report P4](#)

Contact Officer: Janine Whitty, Head of Corporate; Tracy Adams, Head of Human Resources; Steve Bishop, Responsible Finance Officer (01722 342860)

9. Guildhall Access for Members:

To approve revised access arrangements for Members entering the Guildhall during normal working hours.

Background Papers: [Guildhall Access for Members Report](#)

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

10. Bring Your Own Devices Policy:

To review and approve changes to the Bring Your Own Devices Policy.

Background Papers: [Bring Your Own Device Policy Report and Appendices](#)

Contact Officer: Jeremy Cotton, IT Manager, (01722 342860)

11. E-Safety and Online Behaviours Policy:

To approve the new E-Safety and Online Behaviours Policy.

Background Papers: [E-Safety & Online Behaviours Policy](#)

Contact Officer: Jeremy Cotton, IT Manager, (01722 342860)

12. Acceptable Use and Asset Management Policy:

To approve the new Acceptable Use and Asset Management Policy.

Background Papers: [Acceptable Use & Asset Management Policy Report.](#)

Contact Officer: Jeremy Cotton, IT Manager, (01722 342860)

13. Civic Handbook:

To review and approve changes to the Civic Handbook, for recommendation to Full Council.

Background Papers: [Civic Handbook – Review and Order of Precedence Report](#)

Contact Office: Andy Hunt, Corporate Manager, (01722 342860)

14. Standing Orders Review:

To review and approve changes to Salisbury City Council's Standing Orders for recommendation to Full Council.

Background Papers: [Standing Orders and Scheme of Delegation Report](#)

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

15. Apprenticeship Updates:

To receive an update on the apprenticeship within Salisbury City Council.

Background Papers: [Apprenticeship in SCC Update](#)

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

16. KPI Data:

To receive the quarterly update on HR KPI data.

Background Papers: [HR KPI Report \(June to August 2026\)](#)

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

17. CEO Appraisal Process:

To note the updated timeline process for the CEO appraisal process.

Background Papers: [CEO Appraisal – Revised Year 1 Process Report](#)

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

18. Job Evaluation Update:

To receive a report an update on the job evaluation process.

Background Papers: [Job Evaluation Project Review Report](#)

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

19. 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.