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Minutes

Meeting of : Governance, Policy and HR Committee
Date : 5 October 2026
Meeting held in : The Guildhall, Salisbury
Commencing at : 1830 hours

Present:

Chair: Cllr T Last

Vice-Chair:

Cllrs: P Beavan, S Charleston, P Podger, J Wells, C Taylor

Officers: Asa Thorpe, Janine Whitty, Steve Bishop, Tracy Adams, Jeremy Cotton, Clare Dickinson, Evelyn Taylor

There was 1 member of the public and 0 press present.

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1. Apologies:

Apologies were received from Cllr J Nettle and Cllr B Dalton.
Cllr B Dalton was substituted by Cllr P Beavan.
Cllr Nettle was substituted by Cllr C Taylor.
Cllr E Rimmer was not present.

2. Public Questions/Statement Time:

There were no questions or statements submitted by members of the public.

3. Councillor Questions/Statement Time:

There were no questions or statements submitted by councillors.

4. Minutes of the Previous Meeting:

The minutes of the meeting of the Governance, Policy and HR Committee held on 27 July 2026 were approved as a correct record and signed by the Chair.

5. Declarations of Interest:

No declarations of interest were received.

6. Dispensations:

No dispensations were requested or granted.

7. Chair's Announcements:

The Chair made no announcements.

8. Budget Monitoring Report – Corporate and HR:

The P4 budget monitoring report was presented by Janine Whitty, Head of Corporate & Deputy Chief Executive Officer. A £20k variance relating to the implementation of a new Council-wide IT system was noted.

A vote was taken, and it was:

Resolved to:

8.1 Note the Committee's financial position at the end of July.

9. Guildhall Access for Members:

The report was presented by Asa Thorpe, Chief Executive Officer. Members considered the proposed revised access arrangements for the Guildhall. The proposal to introduce revised access arrangements requiring Members to enter the Guildhall via the Information Centre and sign in using the EntrySign system during normal working hours was proposed.

Proposed: Cllr T Last
Seconded: Cllr C Taylor

A vote was taken and it was:

Resolved to:

9.1 Approve revised access arrangements requiring Members, during normal working hours, to enter the Guildhall via the Information Centre and sign in using the EntrySign system.

9.2 Note that these arrangements will not apply to Council meetings and other civic arrangements or events (such as Mayor Making) held outside normal working hours where separate attendance and emergency management arrangements are already in place.

10. Bring Your Devices Policy:

The proposed changes made to the existing Bring Your Own Devices Policy were presented by Jeremy Cotton, IT Manager.

Members proposed amends to:

Section 5.4.2 – amend “notify the IT Manager” to “When disposing of personal devices that have been used for SCC work, confirm with the IT Manager that all SCC data has been securely removed”;
Section 5.4.6 – remove as not practical
Section 9.2.1 – amend wording to clarify meanin**g – “**Microsoft 365 is only capable of accessing sign-in logs and email logs within the SCC domain. It cannot access other accounts used on a personal device”.

Proposed: Cllr P Podger
Seconded: Cllr S Charleston

A vote was taken and it was:

Resolved to:

10.1 Approve the revised Bring Your Own Device (BYOD) Policy at Appendix A with the proposed amendments.

11. E-Safety and Online Behaviours Policy:

Jeremy Cotton, IT Manager, introduced the new E-safety and Online behaviours Policy, drafted to safeguard the Council’s IT systems and users.

Proposed: Cllr S Charleston
Seconded: Cllr P Podger

A vote was taken and it was:

Resolved to:

11.1 Approve the E-Safety and Online Behaviours Policy.

12. Acceptable Use and Asset Management Policy:

Jeremy Cotton, IT Manager, presented the new Acceptable Use and Asset Management Policy, noting that it primarily applies to officers, as Members are not currently issued with Salisbury City Council devices. Councillors suggested this could be considered in the 2027/2028 budget setting discussions.

Proposed: Cllr P Beaven
Seconded: Cllr J Wells

A vote was taken and it was:

Resolved to:

12.1 Approve the ICT Acceptable Use and Asset Management Policy.

13. Civic Handbook:

Janine Whitty, Head of Corporate & Deputy Chief Executive Officer presented the revisions to the Civic Handbook, and the options proposed regarding Mayoral Eligibility.

Proposed: Cllr S Charleston
Seconded: Cllr P Podger

A vote was taken and it was:

Resolved to:

13.1 Endorse the draft Civic Handbook 2026 and recommend its approval by Full Council, subject to the amendments agreed by the Committee.

13.2 Recommend to Full Council that, where a councillor declines nomination for the office of Mayor, they return to the bottom of the order of precedence.

13.3 Recommend to Full Council that, in exceptional circumstances, provision be made for a councillor's eligibility for nomination as Mayor to be deferred for one year.

14. Standing Orders Review:

Janine Whitty, Head of Corporate & Deputy Chief Executive Officer, presented proposed revisions to the Council's Standing Orders, reflecting NALC's revised Model Standing Orders published in 2025.

Several amendments were proposed by Members:

Standing Order 1t – Councillors should only speak for a maximum of 3 minutes
Proposed: Cllr C Taylor
Seconded: Cllr P Podger

Standing Order 3f – Public participation for questions and statements should be a maximum 10 minutes
Proposed: Cllr C Taylor
Seconded: Cllr P Podger

Standing Order 4e – Amend wording from "required" to "encouraged"
Proposed: Cllr P Podger
Seconded: Cllr P Beaven

Standing Order 29f – Additional wording to be included “Should the matter concern the Proper Officer, then the above actions should be referred to the deputy to the Proper Officer.”

Proposed: Cllr T Last
Seconded: Cllr S Charleston

The revised Standing Orders and Scheme of Delegation, including the amendments above were considered;

Proposed: Cllr S Charleston
Seconded: Cllr C Taylor

A vote was taken and it was:

Resolved to:

14.1 Recommend to Full Council that the revised Standing Orders, Scheme of Delegation, incorporating the amendments agreed by the Committee, to be approved and adopted.

15. Apprenticeship Updates:

Tracy Adams, Head of HR, presented an update on the Council’s apprenticeship programme, including proposed next steps to further develop the use of apprenticeships across the Council.

A vote was taken and it was:

Resolved to:

15.1 Note the current position on apprenticeships, the positive learner feedback received and the planned next steps to review organisational impact with managers.

16. KPI Data:

Tracy Adams, Head of HR, presented the quarterly workforce data, including staff turnover, recruitment and sickness absence. It was noted that sickness absence had decreased and that recruitment continued to be managed alongside the vacancy target.

A vote was taken and it was:

Resolved to:

16.1 Note the HR KPI data for June to August 2026, set out in Appendix A.

17. CEO Appraisal Process:

The CEO left the meeting before this item was discussed.

Tracy Adams, Head of HR, presented proposed amendments to the CEO appraisal process to accommodate revised timescales for 2026/27.

Motion – Proposed amendments to paper:

2027/2028 – the group leaders are invited to propose a short list from their teams to make up – 4 members, nominally 1 from each party, for a cross party grouping. Skillsets discussed with Head of HR prior. Head of HR must approve the members of the team. The leader of the group should be decided at the group's first meeting. The terms of reference for members of the group and details the appraisal process should be brought to the Governance Committee for discussion and approval in March 2027.

For the current year, the current appraisal team should stand down from further appraisal activity. The CEO should be instructed to use currently agreed objectives (agreed in March 2026) for the rest of the period namely:

1. Personal delivery of the cost improvement plan for 2026/27.
2. Achievement against the commitments set out in the Administration's agreed Bids and Savings Plan 2026/2027.
3. A complete review of policies and associated documents across the organisation.
4. Creation of a new Corporate Strategic Plan.
5. Delivery of a clear council-wide human resources plan which takes in the implementation of appraisals, performance management and key performance indicators.

The CEO should be instructed to make presented to committee in March 2027 against these 5 objectives which should be noted by the committee.

Proposed: Cllr C Taylor
Seconded: Cllr P Podger

A vote was taken, and it was not carried.

The report recommendations were considered;

Proposed: Cllr S Charleston
Seconded: Cllr P Beaven

A vote was taken and it was:

Resolved to:

17.1 Approve the revised Year 1 CEO appraisal process and timetable.

17.2 Note the updated CEO self assessment form which aims to provide further clarity.

17.3 Note that the Leader of the Council remains accountable for leading the process, supported by the Mayor, Chair of Governance with procedural support provided by HR.

17.4 Request the panel arranges a date to meet with CEO within 7 working days of the Committee meeting.

18. <u>Job Evaluation Update:</u>

Tracy Adams, Head of HR, presented the outcomes and learning from the Job Evaluation process. Key points included the introduction of new job description processes and the importance of clear and consistent communication during organisational change. Members thanked Tracy Adams for her work in delivering the project.

A vote was taken and it was:

Resolved to:

18.1 Note the outcomes and learning from the Job Evaluation project.

18.2 Note the actions being taken to review how the new job descriptions are being used and to support clearer expectations, values and behaviours across the organisation.

19. Urgent Matters (if any) which by reason of special circumstances the Chair, decides should be considered as a matter of urgency:

There were no matters considered under this item.

The meeting closed at 2012 hours.

Please note: These are unsigned Minutes. Signed copies can be requested for viewing by emailing corporate@salisburycitycouncil.gov.uk.