



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Personnel Committee of Laverstock and Ford Parish Council held on Tuesday 22nd February 2022 at River Bourne Community Farm (Parish Office)

DRAFT MINUTES

Councillors present: Tucker (Chair), McDonald, Waller
In attendance: Deane (Clerk), Prince (Responsible Finance Officer RFO)

The meeting commenced at 19.05pm.

PERS 22.001 Apologies

Apologies had been received from Councillor Baker.

PERS.22.002 Declarations of Interest

There were no declarations of interest.

PERS.22.003 Approval of Minutes

Resolved: To approve the minutes of the meeting held on 2nd August 2021

Resolved: To approve the minutes of the meeting held on 8th November 2021

PERS.22.004 Matters Arising

The new Staff Handbook documents have been discussed but not progressed. These will be discussed at the next committee meeting. The Clerk confirmed she had trialled the proposed Development Review documents and would provide feedback.

PERS.22.005 Future Staffing Arrangements

Lengthy discussions were held over different options for the future staffing structure following recent staff changes and the resignation of the Communications and Community Engagement Officer.

Cllr Waller requested that Community Engagement be included for all staff in job specifications in future.

The Clerk requested that the Council consider using LGRC to evaluate the job roles following changes to specification.

Cllr Waller strongly supported an external recruitment process for all roles. Following a disappointing response to the recent recruitment process for the Clerk, Cllrs Tucker and McDonald supported internal promotion for the role of Deputy Clerk.

The Clerk will prepare suggested structure and job specifications for the future structure. It was agreed that a Communications Officer and an Operations Assistant would be part of any new structure. The Clerk requested that the Council proceed to advertise these roles immediately to help with pressure on the current staff team.

ACTION CLERK

Resolved: subject to agreement of the job specification, that the post of Deputy Clerk will be offered to Amy Cavendish.

Cllr Waller and the Clerk agreed to complete the shortlisting of applicants for the roles of Communications Officer and Operations Assistant.

Cllr Waller and the Clerk will form the interview panel for the role of Communications Officer.

The Clerk and Operations Officer will form the interview panel for the role of Operations Assistant. The Chair of the Operations Committee will be offered the opportunity to join the interview panel.

PERS.22.006 Exempt Business - Exclusion of the Press & Public

There was no Exempt Business.

The next meeting of the Personnel Committee was provisionally agreed for 25th April 2022.