



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Personnel Committee held on Monday 5th September 2022 at River Bourne Community Farm

DRAFT MINUTES

Councillors present: Tucker (Chair), Baker, McDonald, Waller
In attendance: Deane (Clerk)

The meeting opened at 8.11pm.

PERS 22.007 Apologies

There were no apologies.

PERS.22.008 Declarations of Interest

There were no declarations of interest.

PERS.22.009 Approval of Minutes

Resolved: to approve the minutes of the meeting held on 22nd February 2022

PERS.22.010 Staff Handbook

The Clerk explained her intention to create the staff handbook based on internal guidance notes, with reference to the external stand alone policies. This was supported by the committee.

PERS.22.011 Review of Equal Opportunities Policy

The Clerk had circulated a proposed updated Equal Opportunities Policy. Cllr Baker had circulated some comments. The Clerk will update and the revised policy will be presented for adoption at the next Full Council meeting.

ACTION CLERK

PERS.22.006 Training and Development Policy

The Clerk had circulated a proposed Training and Development Policy. Cllrs Baker and Tucker suggested some amendments. The Clerk will update and the revised policy will be presented for adoption at the next Full Council meeting.

ACTION CLERK

PERS.22.007 Exempt Business – Staff Matters in Confidence

Resolved: That in view of the STAFF-IN-CONFIDENCE nature of the business about to be transacted the public and press be temporarily excluded from this meeting under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 Section 100.

The meeting closed at 9.01pm.

NEXT MEETING. The date of the next meeting of the Personnel Committee to be advised.