



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Parish Council held on Monday 26th September at River Bourne Community Farm

MINUTES

A minutes silence was held at the start of the meeting
in memory of HM Queen Elizabeth II

Councillors present: Baker (Chair), Barker, Hayes, Jones, Maskell, McDonald, Rigiani, Waller

In attendance: Cavendish (Deputy Clerk), Prince (Responsible Financial Officer and Clerk for this meeting)

Wiltshire Councillors present: WCllr Oliver (WCllr McLennan joined the meeting online)

There were four members of the public in attendance in person, and two members of the public who joined online.

The meeting commenced at 7.01pm.

One member of the public spoke about parking issues around the junction of St Judes Close and St Clements Way. Another member of the public spoke about speeding issues in Ford. A further member of the public spoke about concerns over the impact of the proposed ASDA store on London Road. The fourth member of the public expressed concerns regarding overgrown brambles on Duck Lane.

22.119 Apologies

Apologies had been received from Cllrs Lynn, Schneider, Tucker and Vanstone.

Resolved: to accept the apologies received.

22.120 Declarations of Interest

There were no declarations of interest.

22.121 Approval of Minutes

Resolved: to approve the minutes of the meeting held on 18th July 2022

22.122 Matters arising

Minutes – the chair confirmed to Cllr Waller that the map included in the referendum version of the Neighbourhood Plan relating to Old Sarum Airfield had been drawn up in consultation with the steering group, to reflect Wiltshire Councils Core Policy 25.

22.123 Grant Applications

Hampton Park Pavilion August Fun Day

Resolved: That the council grants £190.00 to Hampton Park Pavilion towards cost of musicians and power at the Bishopdown Fun Day under the powers granted by Section 137 of the Local Government Act 1972

Castle Hill Country Park Fun Day

Cllr Maskell questioned why additional money should be granted to the Land Trust. Cllr Waller explained that the Open Day was an activity planned in addition to normal activities.

Resolved: That the council grants £264.00 to the Land Trust towards the cost of providing toilet facilities at the Castle Hill Country Park Open Day under the powers granted by Section 137 of the Local Government Act 1972

22.124 Highways

Highways Improvement Requests HIF

Ford

A member of the public had requested additional measures to address speeding in Ford. Cllr Maskell expressed concerns about the cost of additional measures to those already in place. Cllrs Barker and Rigiani stated their personal experiences of dangerous speed and traffic issues in Ford, including the use as a 'rat-run'. Cllr Baker proposed that additional data from the Speed Indicator Device be included in the HIF and reconsidered at the next meeting.

ACTION OPERATIONS ASSISTANT

Whitebridge Road

Cllrs Jones and Waller questioned the effectiveness of the proposed signs.

Resolved: to support the HIF requesting 'No Through Road' signage be added to the Whitebridge Road signs.

St Clements Way

Cllrs Rigiani and Waller supported the need for action at this junction. Cllr Waller will discuss the scope of the HIF with the Clerk, to include the junction of St Clements Way and St Thomas Way.

Resolved: to support the HIF as amended, requesting parking restrictions at the junctions of St Clements Way, St Thomas Way and St Judes Close.

Riverside Road Crossing

Cllr McDonald queried whether the existing crossing could be renewed if this application was unsuccessful. The Chair reported that Wiltshire Highways had commented they were no longer maintaining crossings of the existing format. Cllr Waller expressed concerns over the visibility at the current point.

Resolved: to support the HIF requesting a crossing point be provided on Riverside Road.

LHFIG Update

Church Road – the Chair reported that a permanent Traffic Regulation Order process was underway with Wiltshire Council.

22.125 Planning

ASDA Response PL/2022/04875

The Clerk and Cllr Waller had circulated a proposed response summarising comments received from Councillors. The RFO reported that CIL is calculated on the area of internal space, which is less than 50% in this case and that proposed condition should be removed. Councillors discussed the width of the pavement access to the site, that more anti-social behaviour is recorded in car parks of closed premises, rather than those open 24 hours, and whether a condition should be added regarding the improvement of bus services to the site.

Resolved: to support the response to PL/2022/04875 as amended following the above discussions (submitted response attached Annex One).

Planning Log

Resolved: to approve the following responses

PL/2022/06377 Location of condenser units on slab to service the nursery associated with planning reference 19/01690/FUL at 10 Rhodes-Moorhouse Way, Longhedge, Salisbury, SP4 6SA **No Comment**

PL/2022/06067 Two storey extension to side & front of dwelling. Single storey extension to front and rear at 2 Laverstock Park West, Laverstock, Salisbury, SP1 1QL **No Comment**

PL/2022/05534 Garage extension to create additional storage space at Burroughs Hill, The Grove, Duck Lane, Laverstock SP1 1PU **No Comment**

PL/2022/05733 Proposed first floor extension above garage/utility and dining area to create additional bedroom accommodation at 41 Oldfield Road, Bishopdown SP1 3GQ **No Comment**

PL/2022/05389 Erection of a timber fence to side of property at 16 Apostle Way, Bishopdown, Salisbury SP1 3GD **No Objection Subject to Condition**

PL/2022/05351 Raising of fence height adjacent to steps at 23 The Oakbournes, Bishopdown SP1 3FZ **No Comment**

PL/2022/05292 2 proposed temporary shipping containers at Unit 6 Hurricane Close, Old Sarum SP4 6LG **No Comment**

PL/2022/05123 Proposed replacement rear and side extensions, Proposed general alterations to fenestration, Proposed internal and external alterations to existing ancillary building at Mill House, Milford Mill Road, Salisbury SP1 2RT **No Comment**

PL/2022/04912 Single storey rear extension plus conversion of integrated side garage, including new front window and porch at 113 Church Road, Laverstock SP1 1RB **No Comment**

PL/2022/02105 Demolition of existing agricultural buildings and erection of religious meeting hall with associated access and parking provision. Land north of Longhedge Cottages, Longhedge SP4 6BP. Amended Plans submitted Aug 22. **No Comment**

Neighbourhood Plan Update

The Chair shared an update from the Neighbourhood Plan Steering Group, confirming that the referendum version has been published and polling cards were being distributed. The vote will be held on 13th October.

Salisbury NP Response

Cllrs Barker and McDonald confirmed they had submitted their comments to the Clerk. It was agreed to delegate approval of the Parish Councils response to the next Finance and General Purposes Committee. The Deputy Clerk was asked to collate the draft response.

ACTION DEPUTY CLERK

22.126 Hampton Park Pavilion

The RFO reported that the current full repairing and insuring lease to Wiltshire Council expires in February 2023 and they do not intend to renew. The owner would like the Parish Council to enter into a new 25 year full repairing and insuring lease at that point. The Deputy Clerk will obtain a list of current users from the committee.

ACTION DEPUTY CLERK

22.127 Longhedge Football Pitch and Changing Rooms

This item was deferred to the next meeting.

22.128 S106 Side Agreement – resolution to sign

The RFO reported on his negotiations with Wiltshire Council for a side agreement to S106 agreements 13/00673/OUT, 19/00537/FUL, S/1992/0907 and S/1998/1723 resulting in funds of £152,000.00 available to the Parish Council. The Cemetery

contribution will be used by Salisbury City Council for improvements to The Avenue Cemetery, which Wiltshire Council have agreed is a valid use of the funds.

Resolved: to enter into the S106 Side Agreement relating to the provision, improvement and maintenance of play areas, and cemetery facilities in Laverstock and Ford, and in accordance with Standing Order 23, the Parish Council resolves for any two councillors to sign said agreement.

22.129 Adoption of Policies

A revision to the Memorial Policy and a new Equality and Diversity Policy and Training and Development Policy had been circulated in advance of the meeting.

Memorial Policy Update

Resolved: to adopt the Memorial Policy attached Annex Two

Equality and Diversity Policy

Resolved: to adopt the Equality and Diversity Policy attached Annex Three

Training and Development Policy

Resolved: to adopt the Training and Development Policy attached Annex Four

22.130 Finance

Adoption of Monthly Accounts for July and August 2022

The Financial Statements had previously been circulated in Report 22.130. The total funds held at the end of July 2022 were £1,384,488.31. The total funds held at the end of August 2022 were £1,370,587.05 of which £1,259,973.11 were earmarked or restricted reserves. **Resolved:** To adopt the monthly accounts as a true record of the Council's finances. **Authorisation of Payments**

The lists of payments had been circulated in Report 22.130. Total cheque and BACS payments in August 2022 amounted to £14,239.94. Total cheque and BACS payments in September 2022 amounted to £17,098.77. Debit card and direct debit payments in July 2022 amounted to £761.76. Debit card and direct debit payments in August 2022 amounted to £1,187.15.

Resolved: To approve the cheque, BACS, direct debit and debit card payments.

Review of Reserves and Treasury Deposit Reports

Summaries of Financial Reserves and Deposits had been presented in Report 22.130. Earmarked and Restricted Reserves at the end of August 2022 were £1,259,973.11. The balance on the 32 Day Notice Account at the end of August 2022 was £267,479.18 including interest of £5,595.77. The balance on the CCLA-PSDF was £981,666.07 including dividends awarded on 1st August of £722.07. There was a total of £1,249,145.25 on deposit at the end of August 2022.

Resolved: To note the reserve and treasury deposit reports.

The RFO reported that the conclusion of External Audit had been received with no criticism or comment from the External Auditor.

22.131 Clerk's Report and Correspondence

No business was raised.

22.132 Exempt Business – Exclusion of the Press and Public

There was no exempt business.

The meeting closed at 9.15pm.

NEXT MEETING. The next meeting of the Parish Council will be held on Monday 17th October 2022 at Old Sarum Community Centre

Signed:

Date:

ANNEX ONE

Planning Application PL/2022/04875

Proposed commercial development comprising a Use Class E foodstore (including the sale of non-food goods) and drive thru coffee shop unit (use class e); petrol filling station; provision of open space / landscaping including a new pedestrian and cycle link between London Road and Green Lane; access, parking, and associated infrastructure and development At Land at Salisbury Retail Park, London Road, Salisbury SP1 3YX

The response of Laverstock and Ford Parish Council is '**Support With Conditions**' as follows:-

APPLICATION

That the planning meeting deciding this application be held in Salisbury due to significant local public interest and concerns.

OPERATIONAL

Customer Access

Provision should be made for safe pedestrian and cycle access from the surrounding areas including Ford and Laverstock. This should include safe passage along Green Lane to Ford, widening of the pavement access on London Road and safety improvements to London Road from the Church Road junction to the application site. This may include pedestrian crossings, controlled traffic lights and resurfacing of Green Lane. In addition, a bus shelter should be provided at the London Road stop servicing the site to encourage the use of public transport.

Deliveries

Night time deliveries should be prohibited in this residential area. It is suggested that operational hours (including opening hours) should be limited to 7am – 10pm. This should include all services on the site.

Trolleys

A system that prevents trolleys from leaving the site should be required.

Security

The operator must undertake to provide adequate security measures to protect their own and neighbouring properties, and record and report any criminal or anti-social behavior on the entire site (both the store and car park). This should include the provision of CCTV and maintenance of records.

Parking

Parking should be managed to avoid all day parking and provide sufficient spaces for shoppers without impacting on surrounding roads.

ENVIRONMENTAL

Landscape Plan

The soft landscape plan should include only native species, including trees and other planting.

Flora and Fauna

Bee Orchids currently present on the road verge must be protected. Full Environmental and Ecological Surveys should be carried out prior to any development commencing and their recommendations implemented, with particular concern to bats and bat routes. Any off-site bio-diversity net gain funds should be

allocated to the Castle Hill Country Park which is in the immediate vicinity and used by many of the potential customers for this site.

Litter

The site operator must undertake to provide enough litter bins, emptied daily, to maintain a litter free site. An obligation to maintain the surrounding areas should also be included.

Noise and Light Pollution

Raised banks, or other appropriate measures, must be used to protect neighbouring properties including those on Monxton Close, Myrrfield Road, St Luke's Close and London Road.

Neon signs/lights have been refused on previous applications in the immediate residential area. These should not be permitted at this application site.

TRAFFIC

Due to the anticipated increase of traffic accessing and servicing the site, plus pedestrian and cycle use, a 30mph speed limit should be introduced in the vicinity to protect customer safety.

We support the concerns already raised by Salisbury City Council about the impact of traffic cutting through the narrow Ford Road.

CLIMATE CHANGE

To contribute to our ambitions to reduce carbon emissions and combat climate change, investment should be made into environmental measures at this site. This includes (but not limited to) at least 10 EV charging spaces for customers and delivery vehicles, solar panels on buildings, rain water harvesting and low carbon heating systems.

ANNEX TWO

Laverstock and Ford Parish Council Memorial and Dedication Policy

Purpose/Principles	To provide guidance on requests for Memorials and Dedications on Parish Council land or property
Scope	Employees, Councillors, Members of the public, suppliers, contractors
Date adopted:	26 th September 2022
Minute Reference:	22.129
Previous versions (Dates):	16/5/22 (22.083)
Next review:	September 2024
Policy owner:	Communications and Community Engagement Committee
Supersedes:	None

Laverstock and Ford Parish Council recognises the wish for Memorial and Dedication Trees/Benches and will consider both on land owned or managed by them. The Parish Council will consider requests on an individual basis and retain the absolute right to refuse or limit the number of memorials/dedications.

OBJECTIVES:

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial for someone who has died.
- To honour the achievement of an individual or group.
- To establish responsibility for the maintenance, repair and replacement of trees and benches.
- To ensure that memorials and dedications are not out of place in the area in which they are situated.
- To ensure that open spaces within the parish continue to provide for recreational activities, inspirational and spiritual needs:
- To ensure that our open spaces continue to provide solace.
- The content of this policy may be revised/amended as necessary at the absolute discretion of the Parish Council.

The Parish Council will attempt to accommodate requests, but it may limit the number of memorials/dedications in any particular area.

The policy will ensure that all memorials:

- Have permission from the family of the deceased or the individual to be honoured.
- Are in keeping with the surrounding area, and its need.
- Should not cause distress.
- This policy relates to all parks and green spaces within the Parish boundary. Those areas owned by other organisations will need permission from that organisation as well. The Parish Council will offer guidance here if required.

All applications for memorial benches should be completed on the form below (Appendix 1) and signed by the applicant.

Memorials must be for people who were Laverstock and Ford residents or had a close connection to the Parish. Memorials to pets will not be permitted.

All dedications for people gaining national importance will need to be agreed with the Parish Council.

Applications will be brought to the next full Council meeting for approval. Approval will be given in writing. Only at this stage can the memorial or dedication be installed.

No additional mementoes such as flowers, images, wreaths, statues, ornaments, balloons, lights, or vases will be permitted alongside any memorial bench or tree.

Memorial Benches

Applications for new or replacement benches will be considered. The style, supply, delivery, installation, and maintenance of the bench will be the responsibility of the Parish Council.

Donations to cover these costs will be paid to the Parish Council prior to purchase.

Applicants donate benches at their own risk; Laverstock and Ford Parish Council accepts no responsibility if a memorial/honour bench is damaged, vandalised or stolen.

Memorial Trees

Trees will need to be chosen to fit in with the existing planting scheme of the area and must be a British native species. The planting of trees may not be possible in some areas.

The tree type, supply, delivery, installation, and maintenance will be the responsibility of the Parish Council. Trees will be ordered in line with the Parish Council's Tree Policy currently under development.

Donations to cover these costs will be paid to the Parish Council prior to purchase.

Applicants donate trees at their own risk; Laverstock and Ford Parish Council accepts no responsibility if a memorial tree is damaged, vandalised, stolen or becomes diseased.

Plaques

If a 'tree' plaque is required, it should be staked at ground level.

Plaques on benches must be screwed securely.

Plaques should not exceed 200mm x 50mm and be brass, stainless steel or aluminium only.

Inscriptions should be respectful, inspiring and must be agreed with the Parish Council.

Other types of memorial applications may be considered on a case-by-case basis.

'Tree' plaques may be removed after a period of 10 years at the discretion of the Parish Council.

Damage to Memorials

In the event, a memorial becomes unsafe or unserviceable the Parish Council will endeavour to contact the applicant to discuss a way forward.

However, if the memorial has become a danger to property or people it may be necessary to take urgent action without notice to make safe or remove a memorial. It is therefore important you update us should your contact details change.

Road-side Memorials

The parish council acknowledges that family and friends, of people dying suddenly by way of accident or incident, may well wish to place flowers and mementos at the place of death or nearby.

The parish council recognises that for many people this plays an important role in acknowledging sudden deaths and the grieving process. To support grieving families,

the parish council will take any necessary measures to ensure that this need is respected.

To be respectful to all residents, road-side memorials will be allowed to remain, where possible, in place for up to ten days following the deceased person's funeral.

After this period has lapsed and that the road-side memorial is on parish council land then the parish council will arrange for its removal.

In the event of the road-side memorial being on Highway's land then the appropriate authority will be contacted by the Parish Council.

Families and friends often place flowers at death sites to acknowledge anniversaries; on these occasions the flowers should be allowed to rest in place for 14 days before removal.

Scattering of Ashes

Please contact the Parish Clerk on parish-clerk@laverstock-ford.co.uk if you wish to request permission for the scattering of ashes on Parish Council land. Permission to scatter ashes from a single cremation will normally be granted, except for the mown amenity recreation areas. Ashes should be scattered, and not interred in a single spot. Additional memorials, such as plaques, flowers or plants will not be permitted.

If you scatter ashes across surface water you should:

- make sure the effect on the environment and wildlife is minimal and not affect other watercourse users
- not include casting wreaths or memorabilia as they may harm the environment and wildlife
- Environment Agency guidance states that ashes should not be scattered within a one-kilometre radius from any drinking water supply

Try to find a quiet, private area of the site that's secluded from roads and buildings. This will give you maximum privacy and a peaceful atmosphere.

Take care to stay away from sensitive spots like birds' nesting areas, and make sure you can't see any ashes when you leave as this may cause you or others distress.

People often feel that scattering ashes at dawn or dusk feels particularly special. You're also more likely to have the place to yourself then, compared with in the middle of the day.

This policy will be reviewed on an annual basis.

Appendix 1

Laverstock and Ford Parish Council	
Memorial/Honour Bench and Tree Policy Application Form	
Applicant Details	
Name:	
Address:	
Telephone:	
Email:	
Name of person(s) for dedication:	
Connection to Laverstock and Ford Parish Council:	
Preferred Location:	
Type of Memorial/Honour: Bench/Tree	
Details of Bench/Tree:	
Plaque Wording (max 160 characters over 4 lines):	
<i>Please remember, longer inscriptions over 4 lines will result in smaller text.</i>	
Preferred material (brass/aluminium/stainless steel):	

PRIVACY STATEMENT

- Data Protection – What you need to know?
- Data Controller - The controller of your personal data (“your information”) is Laverstock and Ford Parish Council.
- Our address is Parish Office, River Bourne Community Farm, Cow Lane, Laverstock, Salisbury SP1 2SR
- Our telephone number is 07771 802839
- Purpose and Lawful Basis of Processing – We process your information to enable us to respond to your request for a memorial/honour. We do so with your consent.
- Retention - We will only retain your information for as long as we need to.
- Your Rights - You have the right to submit a request for access to your information; to have incorrect information rectified; to have your information erased; to have our use of your information restricted and to object to any processing of your information by us based on our legitimate interests.
- Information Commissioner - If you are unhappy about the way we have processed your information please speak to us in the first instance.
- However, notwithstanding this, you have the right to complain to the Information Commissioner.

I have read the memorial policy and agree to adhere to the specifications, terms and conditions herein.

I have also read the privacy statement above.

Signed: _____

Date: _____

Please return completed form to:
Trudi Deane
Parish Clerk
Laverstock and Ford Parish Council
Parish Office
River Bourne Community Farm
Cow Lane
Laverstock
Salisbury SP1 2SR

Or by email to parish-clerk@laverstock-ford.co.uk

ANNEX THREE

LAVERSTOCK AND FORD PARISH COUNCIL EQUALITY AND DIVERSITY POLICY

Purpose/Principles	To avoid unlawful discrimination and provide equal opportunities in employment, and everything we do.
Scope	Employees, Councillors, Members of the public, suppliers, contractors
Date adopted:	26 th September 2022
Minute Reference:	22.129
Previous versions (Dates):	15/6/15 (Equal Opportunity Policy),
Next review:	September 2024
Policy owner:	Personnel Committee
Supersedes:	None

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Our commitment

The council is committed to avoiding unlawful discrimination and providing equal opportunities in employment, and everything we do.

This policy is intended to assist the council to put this commitment into practice.

Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

This policy applies to all employees, parish councillors and other officials within the Laverstock and Ford Parish Council.

Laverstock and Ford Parish Council supports the principles and practices of equal opportunity and recognises that it is the duty of all councillors and employees to accept their personal responsibility for fostering a fully integrated community at work.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics" as set out in the Equality Act 2010. Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics, that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared

with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Anti-harassment and Bullying Policy

The council has a separate policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees, councillors, service users or service providers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

ANNEX FOUR

LAVERTOCK AND FORD PARISH COUNCIL TRAINING AND DEVELOPMENT POLICY

Purpose/Principles	To ensure our councillors and staff are trained to the highest standard and kept up to date with new legislation, enabling them to fully understand their roles and responsibilities.
Scope	Employees, Councillors, Volunteers
Date adopted:	26 th September 2022
Minute Reference:	22.129
Previous versions (Dates):	None
Next review:	September 2024
Policy owner:	Personnel Committee
Supersedes:	None

1. INTRODUCTION

Laverstock and Ford Parish Council are committed to ensuring our councillors and staff are trained to the highest standard and kept up to date with new legislation, enabling them to fully understand their roles and responsibilities.

2. OBJECTIVES

- Provide and support training and development to ensure the proper administration of the council and help achieve the objectives and aspirations of the council.
- Regularly review training needs.
- Plan training and development and budget accordingly.
- Remove barriers that may hinder training and development.

3. TRAINING AND DEVELOPMENT FOR COUNCILLORS

Councillors will be encouraged to attend regular training to help them operate and develop as a councillor.

- Relevant training courses for councillors are usually held by Wiltshire Association of Local Councils (WALC), National Association of Local Councils (NALC), and Wiltshire Council.
- New councillors will be offered attendance at a Core Skill for Councillors course.
- Councillors sitting on specialist committees will be offered relevant courses, such as Employment, Community Engagement or Accounts and Audit.
- Chair and Vice-Chair will be offered Chairmanship training.
- Councillors appointed to new projects will be offered appropriate training.
- Training expenses will be met by the council.
- Councillors will be provided with copies of Standing Orders, Financial Regulations, Code of Conduct and the policies and procedures of the council. Updates in the form of briefings, newsletters and bulletins will be circulated.
- Councillors who are prevented from participating fully in any training, for any reason, should contact the Clerk to discuss how the council can assist, such as the loan of equipment, or the provision of training material in an alternative format.

4. TRAINING AND DEVELOPMENT FOR OFFICERS AND OTHER STAFF

The council will support employee's professional development using a variety of training methods, such as attendance at conferences or courses, online training or internal training. Training needs may be identified from a variety of sources including one-to-ones, appraisals, team meetings, future plans or changes to processes. Individuals are also encouraged to identify their own training needs and bring these to the attention of the Clerk. Some training will be mandatory or desirable for the job role, and identified in the job description. The council will provide such training within the specified period of time for attainment.

- New employees will be given an induction, explaining the role of the council, councillors, Clerk and other staff.
- Staff will be provided with copies of Standing Orders, Financial Regulations, Code of Conduct and the policies and procedures of the council. Updates in the form of briefings, newsletters and bulletins will be circulated.

- Training will be provided relevant to their duties, such as information technology, understanding legal powers, finance or the planning system.
- Staff appointed to support new projects will be offered appropriate training.
- Subscriptions to relevant publications and memberships of relevant associations will be provided.
- Training expenses and study leave for mandatory training will be granted by the council. Training expenses and study leave for desirable training, relevant to the job role, may be approved at the discretion of the council.
- Individuals may identify optional training that is beneficial to themselves, but not necessarily linked to their job role or beneficial for the council. Training expenses and study leave for training which is optional, are entirely at the discretion of the Clerk (or Personnel Committee in the case of training for the Clerk).
- Staff who are prevented from participating fully in any training, should contact the Clerk to discuss how the council can assist, such as the loan of equipment, or the provision of training material in an alternative format.

5. REVIEW

Training requirements for councillors will usually be identified by themselves, the Chair or the Clerk. Training opportunities will be investigated by the Clerk and brought to the attention of the full council.

Training requirements for staff will be identified by themselves, or through one-to-ones, appraisals or new project or process requirements.

The Clerk will keep a record of all training undertaken, together with recommendations and a schedule for regular review.

6. BUDGET

An allocation for Training and Development will be made in the budget each year, to meet training and development needs. All training will be subsequently evaluated by the Clerk to gauge its relevance and effectiveness.