



# **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 31st January 2023 at River Bourne Community Farm.**

### **DRAFT MINUTES**

**Councillors present:** Baker, Jones (from 7.05pm), McDonald (Chair), Waller  
**In attendance:** Deane (Clerk)

The meeting commenced at 7.03pm.

#### **PERS23.001 Apologies**

There were no apologies given.

#### **PERS23.002 Declarations of Interest**

There were no declarations of interest.

#### **PERS23.003 Approval of Minutes**

**Resolved:** to approve the minutes of the meeting held on 5<sup>th</sup> September 2022

#### **PERS23.004 Matters arising – from Action List and Minutes**

The Clerk reported that item PERS363 from the Action List would be closed following adoption of the Appraisal Policy under agenda item PERS23.005.

The committee reviewed items on the Action Plan. Cllr Waller suggested renaming to the Parish Strategic Plan to avoid confusion with the Action List, which the Clerk will arrange.

#### **PERS23.005 Staff Appraisal Policy**

The Clerk had circulated Report PERS23.005 in advance of the meeting with a proposed Staff Appraisal Procedure based on SLCC guidelines. Councillors suggested the inclusion of a procedure for inviting feedback on individuals. The Clerk will investigate a complaints policy and update the Appraisal Policy for adoption at Full Council. A date for the Clerks appraisal was agreed.

**ACTION CLERK**

#### **PERS23.006 Review of Disciplinary Policy**

This item was carried forward to the next meeting.

#### **PERS23.007 Officers's Report and Correspondence**

The Clerk reported no additional correspondence.

#### **PERS23.008 Exempt Business – Exclusion of the Press and Public**

**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 10.

Future pension provision and staff structure/recruitment was discussed.

**NEXT MEETING.** Date of the next meeting of the Personnel Committee of the Parish Council to be advised.