



# Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

## Meeting of the Personnel Committee held on Monday 5<sup>th</sup> September 2022 at River Bourne Community Farm

### 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 22<sup>nd</sup> 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.