



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.

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 5th 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.

Pension Provision

The Clerk had circulated information to committee members in advance of the meeting, regarding the Parish Councils current pension provider NEST, and the Local Government Pension Scheme (LGPS). NEST is a 'defined contribution' scheme and the Parish Council currently pay employers contributions of 3%. LGPS is a 'defined benefit' scheme and Wiltshires current employer contribution rate is 18.7%. Councillors agreed that LGPS could provide benefits in terms of staff recruitment and retention. The

Clerk was asked to collate further figures and place the item on the Finance and General Purposes Committee Agenda to discuss whether the higher level of contributions could be funded.

Staff Recruitment

The Clerk reported on the need to recruit additional staff in order to manage community buildings in the future, but also that she understood the current Deputy Clerk did not intend to return to work after her maternity leave and would be resigning. The Clerk will present ideas for the team structure on confirmation of the Deputy Clerks intentions.

The meeting closed at 8.04pm.

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

SIGNED:

DATE: