



Minutes of a meeting of the Personnel Committee, of Laverstock & Ford Parish Council held on Friday 18 October 2024 at 9.00am in the Parish Office, River Bourne Community Farm, SP1 2SR

Members Present: Councillors L Jones (Chair), N Baker, I McDonald, L Waller

Officers Present: G Pettifer (Clerk)

PERS24.004 Apologies for absence

There were no apologies.

PERS24.005 Declarations of interest

There were no declarations of interest.

PERS24.006 Public participation time

There were no members of the public present.

PERS24.007 Confirmation of minutes of previous meeting

RESOLVED that the minutes of the meeting held on Monday 22 April 2024 be confirmed.

PERS24.008 Matters arising from the previous meeting

There were no matters arising from the minutes of the previous meeting.

PERS24.009 Budget – verbal report

After a discussion regarding budget items it was **RESOLVED** to obtain quotes for the cost of retaining the services of a Health & Safety and Human Resources consultant and to recommend to Full Council.

PERS24.010 Review of Policies

RESOLVED to recommend Full Council adopt the following HR policies subject to the amendments below:

- PERS24.010a - Health & Safety Policy
 - PERS24.010b – Disciplinary & Dismissal
 - PERS24.010c – Grievance Policy
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- a) Change references to Chairman to 'Chair'.
 - b) Amend title of Health & Safety Policy to read 'Health & Safety at Work Policy'.
 - c) Disciplinary Policy, 1. Introduction, insert 1.2 Informal disciplinary matters will be dealt with by the Clerk or Chair of Personnel Committee. Formal disciplinary matters will be dealt with by the Personnel Committee who will appoint an Investigating Officer and, in the case of a Disciplinary Hearing, a Presiding Officer. No formal affirmative action or sanction can be taken against any employee without resolution of Full Council.
 - d) Disciplinary Policy, 1.1, change 'race gender and/or disability' to read 'protected characteristics under the Equality Act 2010'.

- e) Disciplinary Policy, 3.5, remove 'who could be an accredited trade union representative/official or work colleague'.
- f) Disciplinary Policy, 4.1, remove 'the Line Manager or Chairman of the Council' and insert 'Personnel Committee'
- g) Disciplinary Policy, 4.2, remove the word 'feasible' insert 'necessary'.
- h) Disciplinary Policy, 4.2, remove 'representative from a Disciplinary Sub Committee appointed to oversee the matter'
- i) Disciplinary Policy, 5.1, remove 'Line Manager or Chairman' and insert 'Clerk of Chair of Personnel Committee'.
- j) Disciplinary Policy, 6.2, remove 'senior person from the Council' and insert 'person appointed by Personnel Committee'.
- k) Disciplinary Policy, 7.1, remove 'appropriate Line Manager' and insert 'Clerk or Chair of Personnel Committee'.
- l) Disciplinary Policy, 7.2, remove 'Disciplinary Sub-Committee' and insert 'Personnel Committee'.
- m) Disciplinary Policy, 9, change title from 'Appeals' to 'Notice of Appeal'.
- n) Disciplinary Policy, 9, remove 'reasons' and insert 'grounds'.
- o) Disciplinary Policy, 9.1, insert 'by Personnel Committee' between 'Council's Disciplinary Appeals Procedure' and 'as set out in Appendix 1'.
- p) Disciplinary Policy, Appendix 1, change (a) to read 'The hearing will be convened by a panel, made up of members agreed by Personnel Committee, who will meet within 10 working days of receipt of notification of appeal to set a hearing date and confirm procedure.
- q) Grievance Policy, 2.2, 'remove 'parish councillors and other officials'.
- r) Grievance Policy, 5.1, remove 'Chair of the Parish Council will appoint a sub-committee of three members' and insert 'Personnel Committee'.
- s) Grievance Policy – all references to 'sub-committee' to be replaced with 'Personnel Committee'.
- t) Grievance Policy, 5.1, remove 'with direct involvement in the matter shall be appointed to the sub-committee' and insert 'conflict of interest in the matter shall be appointed to the investigation'.
- u) Grievance Policy, 9. Appeal, insert 'Chair of' before 'Parish Council'.

PERS24.011 Timetable of meetings

RESOLVED to meet quarterly during the months of January, May, August, October and at other times if required. It was noted that Elections in 2025 may necessitate rearranging May 2025's meeting date.

Date of next meeting:

The date of the next Personnel Committee meeting will be held on Friday 31 January 2025 at 9.00am. Venue to be confirmed.