



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Meeting of the Personnel Committee, of Laverstock & Ford Parish Council held on Friday 28th November 2025 at the Parish Office, River Bourne Community Farm, SP1 2SR

MINUTES

Members Present: Councillors L Waller (Chair Personnel Cttee), L Jones (Chair), I McDonald, N Baker (arrived at 10:48)

Officers Present: J Sloan (Clerk)

The meeting commenced at 10:36

PERS25.031 Apologies for absence

There were no apologies.

PERS25.032 Declarations of interest

There were no declarations of interest.

PERS25.033 Public participation time

There were no members of the public present.

PERS25.034 Confirmation of minutes of previous meeting

RESOLVED that the minutes of the meeting held on 12th September 2025 were approved and signed.

PERS25.035 Review of Policies

(a) Anti-Bullying and Harassment Policy

ACTION: Clerk to draft an investigation procedure and amend policy with it then circulate to members for comment before submission to Full Council in December.

RESOLVED: Policy approved subject to inclusion of cross-reference to disciplinary procedure and investigation process. To be submitted to next Full Council meeting.

(b) Lone Working Policy:

N Baker arrived at this point. **RESOLVED:** Policy approved as drafted. To be submitted to next Full Council Meeting for adoption. Formal buddy system to be implemented.

(c) Staff Handbook

Committee aware of contents. No changes requested.

ACTION: Clerk to circulate to staff for acknowledgement of receipt.

PERS25.036 Clerk's report – verbal

Clerk notified committee that staff appraisals have been completed; awaiting signed forms from staff.

ACTION: Clerk to circulate summary of staff objectives to Committee once finalised.

PERS25.036a Motion to suspend standing orders.

It was **RESOLVED** that Standing Order 9 be suspended in order for an additional confidential staffing matter to be added to the agenda under exempt business. Proposed by Cllr McDonald, seconded by Cllr Jones. Carried unanimously.

PERS25.037 Exempt Business

It was **RESOLVED** that in view of the staff in confidence nature of the business about to be transacted, that the public and press be temporarily excluded from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 s100.

- (a) It was **RESOLVED** to accept the recommended staffing budget for 2026/27 contained in confidential "REPORT PERS25.037 Staff Budget 2026/27" previously circulated to committee members.
- (b) Clerk delivered a confidential verbal report on a serious staffing matter regarding the management of and compliance with driving on business purposes by staff.

The meeting closed at 11:44.

Date of next meeting:

The date of the next Personnel Committee meeting is scheduled for Friday 24th April 2026 at 10.30am, and will held at Parish Office, River Bourne Community Farm, Laverstock, SP1 2SR.

Signed

Dated