



Minutes of a meeting of the Personnel Committee, of Laverstock & Ford Parish Council held on Friday 31 January 2025 at 9.00am in the Parish Council Meeting Room, River Bourne Community Farm, Laverstock SP1 2SR

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

Officers Present: G Pettifer (Clerk)

PERS25.001 Apologies for absence

There were no apologies.

PERS25.002 Declarations of interest

There were no declarations of interest.

PERS25.003 Public participation time

There were no members of the public present.

PERS25.004 Confirmation of minutes of previous meeting

RESOLVED that the minutes of the meeting held on 6 November 2023 be confirmed and would be signed by the Chair following the meeting.

PERS25.005 Confirmation of minutes of previous meeting

RESOLVED that the minutes of the meeting held on 18 October 2024 be confirmed and would be signed by the Chair following the meeting.

PERS24.006 Matters arising from the previous meetings

There were no matters arising from the minutes of the previous meetings of 6 November 2023 and 18 October 2024.

PERS24.007 Review of Policies

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

- PERS25.007(a) - Anti-Bullying and Harassment Policy
 - change Next Review to read 'January 2027'
 - include 'social media' in the scope of the policy
- PERS25.007(b) – Equalities Policy
 - change Next Review to read 'January 2027'
 - include specific mention of training in the Training section
 - include positive/negative discrimination re: Trades Union membership

Confidential Session

At the conclusion of this part of the Agenda, the Chair will move the following resolution: *That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.*

PERS25.008 Staff Update

PERS25.008(a) The Clerk informed the Committee that the Operations Team had attended a successful training session with GB Sports & Leisure, related to the maintenance and repair of play equipment and gate mechanisms.

PERS25.008(b) The Clerk reported to the Committee that the Responsible Financial Officer/Deputy Clerk had requested that his job role be revised and, at a subsequent meeting, he agreed his role would include only RFO responsibilities and that his pay scale would be revised to SCP 32.

RESOLVED that the relief of Deputy Clerk duties from the RFO be recommended to Full Council.

RESOLVED that the RFO pay scale be SCP 32 from 1 February 2025, at 20 hours per week, be recommended to Full Council.

PERS25.008(c) The Clerk reported to the Committee that the Administration Officer had agreed to revise her role and take on the responsibilities of Deputy Clerk. The committee agreed that as a CiLCA qualified member of staff, who was currently performing some of the deputy's duties, this was better suited to the needs of the council.

RESOLVED that the Administration Officer be moved to the role of Deputy Clerk, and the Deputy Clerk job description be recommended to Full Council.

RESOLVED that the Deputy Clerk pay scale be SCP 25 from 1 February 2025, at 15 hours per week, be recommended to Full Council.

The Committee asked the Clerk if the changes to the role of RFO/Deputy Clerk and Administration Officer/Deputy Clerk would attract any changes to the salary budget for 2025/26. The Clerk reported that these changes were within the salaries budget agreed at Full Council (PC25.013, 20.01.25).

PERS25.008(d) The Clerk reported to the Committee that following the 2025/26 budget approval at Full Council (PC25.013, 20.01.25) for the recruitment of a manager at the Old Sarum Community Centre, a job description had been devised for the role of Community Venues Officer.

RESOLVED that the job description for the role of Community Venues Officer be recommended to Full Council for approval.

RESOLVED that the Community Venues Officer pay scale be SCP 18-23 from 1 February 2025, at 15 hours per week, with a potential increase to 20 hours per week, subject to additional venues being managed by the Council, be recommended to Full Council.

Date of next meeting:

The date of the next Personnel Committee meeting will be held on Friday 30 May 2025 at 9.00am, at the Parish Council Meeting Room, River Bourne Community Farm, Laverstock SP1 2SR.