



20 February 2024

Councillors Best, Beynon and King,

You are here by summoned to attend a **West Horsley Parish Council Personnel Committee** meeting on Monday 26 February 2024 at 1.30pm in the Rubin Room, West Horsley Village Hall, 99 The Street, West Horsley KT24 6DD.

This meeting is open to the press and public. The agenda will be split into two parts. Part 1 will deal with any business which is open to the press and public. Part 2 will deal with any items of a personal or sensitive nature. The press and public will be asked to leave the meeting before Part 2 items are discussed.

Julia McClung, Clerk & RFO to West Horsley Parish Council

AGENDA

24/P/001 Apologies for Absence

24/P/002 Declarations of Interests

To resolve to exclude the press and public from the following item in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1060 in order to discuss staffing matters.

24/P/003 Minutes of the Previous Meeting of the Council - to be agreed and signed by the Chairman as a true and accurate record:

a) Meeting held on 30 October 2023 *Appendix 1*

24/P/004 Civility and Respect Pledge *Appendix 2*

a) To receive a briefing note on NALC's Civility and Respect Pledge.

b) To consider whether to recommend to Full Council that it takes the Pledge.

24/P/005 Date of Next Personnel Committee Meetings

To confirm that the next two Committee meetings will take place at 1.30pm in the Rubin Room on Monday 3 June and Monday 9 September

24/P/006 Any Other Matters

To resolve to exclude the press and public from the following item in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960 in order to discuss staffing matters

24/P/007 Annual Leave Policy *Confidential Appendix 3*

To consider the introduction of an Annual Leave Policy

24/P/008 Staffing Matters

a) To review annual leave taken to date for 2023/24 *Confidential Appendix 4*

b) To discuss employee appraisals which will take place on 5 April 2024 *Confidential Appendix 5*

Signed: *Julia McClung, Clerk & RFO to the Council, 20 February 2024*