

Minutes of the Personnel Committee Meeting on 17th July 2023
11am, Rubin Room, West Horsley Village Hall

23/P/001 **Chairman's Welcome**

The Chairman welcomed attendees to the first Personnel Committee meeting.

23/P/002 **Apologies for Absence** None

23/P/003 **Declarations of Interests** None

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

23/P/004 **Training and Development** *Confidential*

- Members agreed to cost some on-site group training for all councillors on roles and responsibilities of parish councillors, and the efficient use of Office 365.
- All training courses to be logged on a spreadsheet starting 4th May 23.

23/P/005 **Staff Appraisals** *Confidential*

23/P/006 **Annual Leave** *Confidential*

23/P/007 **Village Warden** *Confidential*

23/P/008 **Strategic Planning**

The following were identified as key issues and responsibilities for the Personnel Committee. These will be raised at the Council's informal strategy meeting on 1st August:

- To establish and implement an ongoing training programme for councillors and clerks
- To effectively discharge all employment responsibilities on behalf of the Council
- To plan for the smooth succession of the Chairman and Vice Chair
- To ensure that adequate budget is set for the above

23/P/009 **Date of Next Personnel Committee Meeting**

It was agreed that the next two committee meetings will take place on Monday 30th October 2023 and Monday 26th February 2024, at 11am in the Rubin Room.

23/P/010 **Any Other Matters** None

The meeting concluded at 12.04pm

Signed by the Chairman as a true and accurate record:

Date: