West Horsley Parish Council

Minutes of the Personnel Committee Meeting on 26 February 2024
1.30pm, Rubin Room, West Horsley Village Hall

24/P/001 **Apologies for Absence** None

24/P/002 **Declarations of Interests** None

24/P/003 **Minutes of the Previous Meetings**
The minutes of the previous meeting held on 30 October 2023were approved by the Committee and signed by the Chairman as a true and accurate record.

24/P/004 **Civility and Respect Pledge**
a) Members received a briefing note on NALC's Civility and Respect Pledge.
b) Members agreed to recommend to Full Council that it takes the Pledge, and that the following related actions are completed:
    i. The Committee Chair and Clerk to complete the recommended online training and report to Council on its usefulness/cost effectiveness for Councillors.
    ii. The Council's Bullying and Harassment statement to be added to the 'Strategic Policies' page on the Council's website.
    iii. The Council's existing Bullying and Harassment Policy to be updated to include a statement confirming that the Council is in full agreement with the NALC's new Dignity at Work Policy.

24/P/005 **Dates of Next Personnel Committee Meeting**
It was confirmed that the next two committee meetings will take place on Monday 3 June and Monday 9 September at 1.30pm in the Rubin Room.

24/P/006 **Any Other Matters** None

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

24/P/007 **Annual Leave Policy**
Members discussed the introduction of an Annual Leave Policy. A draft policy will be prepared for consideration at the next Personnel Committee meeting on 3 June.

23/P/023 **Staffing**
a) Members reviewed a summary of annual leave taken to date for year ending 2023/24.
b) Members discussed the forthcoming employee appraisals which are scheduled for 10am-12.30pm on 5 April.

The meeting was closed at 2.20pm.

Signed by the Chairman as a true and accurate record: …………………………………

Date: …………………………………………