



CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
Fax: 01483 277573
Website: www.cranleigh-pc.gov.uk

Village Way
Cranleigh
Surrey
GU6 8AF

28 April 2022.

NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

Members of the Personnel Committee are respectfully summoned to a Meeting to be held on
Thursday 05 May 2022 at 6.00p.m. at the Council Chamber

Members of the public and press are entitled to attend this meeting in person
but are encouraged to join the meeting via zoom using this link:

Topic: Personnel Committee
Time: May 5, 2022 06:00 PM Greenwich Mean Time

Join Zoom Meeting
<https://us06web.zoom.us/j/85991791916?pwd=NnJUMTdYUFFuQWVSTUxwS2RwZU1EUT09>

Meeting ID: 859 9179 1916
Passcode: 531769
One tap mobile
+16699006833,,85991791916#,,,,*531769# US (San Jose)
+19292056099,,85991791916#,,,,*531769# US (New York)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 929 205 6099 US (New York)
+1 253 215 8782 US (Tacoma)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)

Meeting ID: 859 9179 1916
Passcode: 531769

Beverley Bell FSLCC
PARISH CLERK

To:- The Personnel Committee

Cllr R Burbridge	Vice Chairman
Cllr C Gould	
Cllr N Sanctuary	
Cllr M Scully	
Cllr R Tyler	Chairman

AGENDA

1. APOLOGIES FOR ABSENCE
Recommendation: To accept apologies and reasons for absence.
2. DECLARATION OF INTERESTS
Recommendation: To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.
3. PERSONNEL COMMITTEE MINUTES
Recommendation: The Committee to approve and the Chairman to sign as a correct record, the Minutes of the Personnel Committee Meeting held on 11 April 2022.
4. CHAIRMAN'S REPORT
Recommendation: To note the report.
5. PUBLIC SESSION
Recommendation: To note any comments by members of the public.
6. POLICIES REVIEW
 - Adverse Weather Policy
 - Code of Conduct Guide for Staff
 - Dignity and Respect at Work Policy
 - Discipline and Grievance Policy
 - Environmental Policy
 - Exercise of Pensions Discretions Policy
 - Handling Aggression at Work Policy
 - Handling DBS Certificate Policy
 - IT Email Internet Policy
 - Lone Worker Policy
 - Officer Member Protocol
 - Pension Policy
 - Performance Management Scheme
 - Recruitment Policy
 - Sickness and Absence Policy
 - Staff Expenses Policy
 - Staff Handbook
 - Stress Management Policy
 - Telephone Policy

Recommendation:

 - **Review the policies listed and make a recommendation to Council.**
7. STAFF MATTERS
Recommendation:-
 - **To exclude members of the press and public – reason staff in confidence.**
 - **Staff Grading Review.**
 - **To make a recommendation to the Council.**
8. DATE OF NEXT MEETING
TBA

Please note that the agenda and all associated papers can be found on the Parish Council website www.cranleigh-pc.gov.uk

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.