



CRANLEIGH PARISH COUNCIL

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Village Way
Cranleigh
Surrey
GU6 8AF

28 June 2022.

NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

Members of the Personnel Committee are respectfully summoned to a Meeting to be held on
Monday 04 July 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:

To join this meeting online:

Topic: Personnel Committee
Time: Jul 4, 2022 06:00 PM Greenwich Mean Time

Join Zoom Meeting
<https://us06web.zoom.us/j/84784508944?pwd=R2lhYjF4UkJpcCt2V3czMjl6QzhtZz09>

Meeting ID: 847 8450 8944
Passcode: 653192
One tap mobile
+442080806592,,84784508944#,,,,*653192# United Kingdom
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Dial by your location
+44 208 080 6592 United Kingdom
+44 330 088 5830 United Kingdom
+44 131 460 1196 United Kingdom
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+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom
+44 208 080 6591 United Kingdom

Meeting ID: 847 8450 8944
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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.**
- **To consider a report from the Clerk on Staff Appraisals.**
- **To consider a report from Cllrs M Scully and R Tyler on the Clerk’s Appraisal.**
- **To make a recommendation to the Council.**

8. DATE OF NEXT MEETING

07 November 2022.

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.