



CRANLEIGH PARISH COUNCIL

## NOTICE OF A MEETING OF THE PERSONNEL COMMITTEE

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Thursday 14 November 2024 at 6.00pm  
Council Chamber

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To ALL MEMBERS OF THE PERSONNEL COMMITTEE

Councillors are respectfully summoned to attend a meeting of the Personnel Committee to be held at **6.00pm on Thursday 14 November 2024 at the Council Chamber.**

Beverley Bell FSLCC  
**Parish Clerk**

07 November 2024.

Members of the public and press are entitled to attend this meeting in person and may also attend via zoom using this link:

Join Zoom Meeting

<https://us06web.zoom.us/j/82904877761?pwd=k1RFXTzcGRNkwHinyrJgl07vYB2mk0.1>

Meeting ID: 829 0487 7761

Passcode: 490667

One tap mobile

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Please note that there is a maximum capacity of 25 persons in the Council Chamber including the Council.

### Members Questions

At the discretion of the Chairman, those members of the public, residing or working within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, for a maximum of 3 minutes per person or 15 minutes overall.

## AGENDA FOR THE PERSONNEL COMMITTEE MEETING

To:- The Personnel Committee

*Cllr R Burbridge Vice Chairman*  
*Cllr N Sanctuary*  
*Cllr M Scully*  
*Cllr R Tyler*  
*Cllr M West Chairman*

1. APOLOGIES FOR ABSENCE

**Recommendation:**

- **To receive apologies and reasons for absence.**

2. DECLARATIONS OF INTEREST

**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. PUBLIC SESSION

**Recommendation:**

- **To note any comments from parishioners.**

4. PERSONNEL COMMITTEE MINUTES

Distributed separately.

**Recommendation:**

- **The Council to approve and the Chairman to sign as a correct record, the Minutes of the Personnel Committee Meeting held on 22 July 2024.**

5. CHAIRMAN'S REPORT

**Recommendation: To note the report.**

6. STAFF MATTERS

**Recommendation:**

- **To exclude members of the press and public – reason staff in confidence.**
- **To receive an update on staffing matters from the Clerk.**
- **To recommend the amended Anti-Bullying and Harassment Policy to encompass Sexual Harassment to full Council for adoption.**
- **To recommend the Sexual Harassment Risk Assessment to full Council for adoption.**
- **To recommend the Carers Leave Policy to Council for adoption.**
- **To recommend the Compassionate Leave Policy to Council for adoption.**
- **To recommend the Emergency Dependents Leave Policy to Council for adoption.**
- **To recommend the Flexible Working Policy to Council for adoption.**
- **To recommend the Maternity Leave and Pay Policy to Council for adoption.**
- **To recommend the Paternity Leave and Pay Policy to Council for adoption.**
- **To receive an update on the NALC/SLCC National Salary Award.**
- **To make a recommendation to the Finance Committee on the salary budget for financial year 01/04/25 – 31/03/26.**
- **To make a recommendation to the Council.**

7. DATE OF NEXT MEETING

Thursday 13 February 2025.

Please note that the agenda and all associated papers can be found on the Parish Council website [www.cranleigh-pc.gov.uk](http://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.

Please note that the agenda and all associated papers can be found on the Parish Council website. 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.