



CRANLEIGH PARISH COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE MEETING
ON MONDAY 19 JULY 2021 at 6.00pm VIA ZOOM

Councillors

Cllr R Burbridge* Vice Chairman
Cllr C Gould*
Cllr N Sanctuary*
Cllr R Tyler Chairman

PRESENT*

ALSO PRESENT: Cllrs S. Jeacock, E. Townsend, B. Bell Parish Clerk FSLCC

1. APOLOGIES FOR ABSENCE - There were no apologies for absence.
2. DECLARATION OF INTERESTS
 - Cllr N Sanctuary declared an interest as Chairman of the Glebelands School Governors.
 - Cllr R Burbridge declared an interest as Trustee of Rowleys.
3. PERSONNEL COMMITTEE MINUTES
The draft minutes of the Personnel Committee meeting held on 29 April 2021, having previously been circulated, were AGREED to be recommended to full Council for approval and signature by the Personnel Committee Chairman as a true record.
4. CHAIRMAN'S REPORT - The Vice Chairman had no report.
5. PUBLIC SESSION - There were no members of the public present.
6. STAFF MATTERS
The Committee AGREED to exclude the press and public from the meeting, reason staff in confidence.
 - The Clerk reported that staff COVID-19 risk assessments have been reviewed after she had attended two HR webinars about return to work. The government has also issued advice which includes working in bubbles, back to back workstations, good ventilation, frequent cleaning. Next review date for staff COVID-19 risk assessments is 27 September 2021, after full Council on 23 September 2021. The Clerk has included the encouraging of the wearing of face masks in Council buildings unless seated, socially distanced. Sanitiser and gloves will continue to be available. Admin Clerks will continue to work separately until all staff have had both vaccinations.
 - The Personnel Committee discussed salary performance awards and will make a recommendation to full Council.
 - The Clerk raised the possibility of re-locating the Council Office to the Village Hall and making the current office available for hire. The Personnel Committee recommended appointing an architect to investigate possibilities in other Council buildings.
 - The Personnel Committee discussed an application by the Parish Clerk for hybrid working and will make a recommendation to full Council.
7. DATE OF NEXT MEETING - To be arranged. The meeting closed at 7.00pm

Signature.....

Date.....