



CRANLEIGH PARISH COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE MEETING
ON MONDAY 04 JULY 2022 at 6.00pm at the Council Chamber

Councillors

Cllr R Burbridge* Vice Chairman

Cllr C Gould*

Cllr N Sanctuary*

Cllr M Scully*

Cllr R Tyler* Chairman

PRESENT*

ALSO PRESENT: 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.
3. PERSONNEL COMMITTEE MINUTES
The draft minutes of the Personnel Committee meeting held on 11 April 2022, having previously been circulated, were AGREED and SIGNED by the Chairman as a true record.
4. CHAIRMAN'S REPORT - The Chairman had no report.
5. PUBLIC SESSION - There were no members of the public present.
6. POLICIES REVIEW

Policy	Reviewer
Adverse Weather Policy	RT
Code of Conduct Guide for Staff	NS
Dignity and Respect at Work Policy	CG
Discipline and Grievance Policy	NS
Environmental Policy	RB
Exercise of Pensions Discretions Policy	NS
Handling Aggression at Work Policy	CG
Handling DBS Certificate Policy	MS
IT Email Internet Policy	NS
Lone Worker Policy	RT
Officer Member Protocol	CG
Pension Policy	NS
Performance Management Scheme	RB
Recruitment Policy	MS
Sickness and Absence Policy	MS
Staff Expenses Policy	NS
Staff Handbook	RT
Stress Management Policy	CG
Telephone Policy	MS

The nominated Councillors will review the policies and bring their comments to the next meeting of this Committee.

7. STAFF MATTERS

The Committee AGREED to exclude the press and public from the meeting, reason staff in confidence.

The Clerk reported:

- Office staff have begun a new rota due to covid infection.
- A young person will be joining us for work experience this month.
- All staff appraisals were completed in June 2022.

The Committee AGREED a recommendation to full Council for staff performance awards.

The Clerk left the room whilst the Council discussed her appraisal.

8. DATE OF NEXT MEETING

Monday 07 November 2022.

The meeting closed at 7.00pm

Signature.....

Date.....

