



**CRANLEIGH PARISH COUNCIL**

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**ON THURSDAY 28 FEBRUARY 2019 AT 6.00pm**  
**IN THE COUNCIL OFFICE, VILLAGE WAY**

Councillors

Cllr R Burbridge

Cllr R Cole\* Chairman

Cllr B Freeston\* Vice Chairman

Cllr A Richardson\*

Cllr R Tyler

PRESENT\*

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

1. APOLOGIES FOR ABSENCE

The prior commitment apology of Cllr R Burbridge was AGREED.

2. DECLARATION OF INTERESTS

There were no declarations of interest or changes notified to members interests.

3. PERSONNEL COMMITTEE MINUTES

The draft minutes of the Personnel Committee meeting held on 07 February 2019, 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 who wished to speak.

6. STAFF HANDBOOK

The Committee discussed and AGREED to recommend to the Council the following policies for inclusion in the Staff Handbook:

- Code of Conduct for Officers
- Officer/Member Protocol
- Dignity at Work Policy
- Equal Opportunities Policy
- Lone Working Policy
- Discipline Policy
- Grievance Policy
- Performance Management Policy
- Sickness Absence Policy
- Adverse Weather Policy
- Staff Expenses Policy
- Pension Policy
- Exercise of Pension Discretions Policy
- Recruitment Policy

- Statement of Intent for Training
- Stress Management Policy
- Complaints Procedure
- Email and Internet Policy
- Telephone Policy
- Data Protection Policy
- Whistleblowing Policy
- Handling of DBS Certificate Information Policy
- Risk Management Policy
- Health and Safety Policy
- Environmental Policy
- First Aid Policy
- Child Protection and Vulnerable Persons Policy
- Handling Aggression at Work Policy
- Press and Media Policy
- Correspondence Policy
- Planning Code of Good Practice
- Discussion with Developer Policy
- Fairtrade Policy

7. PENSION

The Committee AGREED for the Clerk to seek HR advice on offering an alternative pension scheme to new employees, and if there are no difficulties to seek three quotations for insurance backed independent financial advice.

8. STAFF MATTERS

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

The Committee AGREED to recommend to the Council to increase the Admin Clerks' salary by 2% from 01 April 2019 in accordance with the NALC/SLCC National Salary Award 2019, and to continue with the re-grading of the Assistant Clerk's role.

The Committee AGREED to recommend to the Council to not increase the Grounds Staff salary in accordance with the 2.5% recommendation in the IOG National Salary Framework and to offer a 2% increase from 01 April 2019.

9. DATE OF NEXT MEETING

Monday 18 March 2019. The meeting closed at 7.00pm

Signature.....

Date.....