



12 June 2025

Councillors Moodie (Chair), Best, King, and Mattock,

You are here by summoned to attend a **West Horsley Parish Council Personnel Committee** meeting on Tuesday 17 June at 9am in the Rubin Room, West Horsley Village Hall, 99 The Street, West Horsley, KT24 6DD. This meeting is open to the press and public. The agenda will be split into two parts. Part 1 will deal with any business which is open to the press and public. Part 2 will deal with any items of a personal or sensitive nature. The press and public will be asked to leave the meeting before Part 2 items are discussed.

*Julia McClung, Clerk & RFO to West Horsley Parish Council*

## AGENDA

- 25/P/011 New Chairman's Opening Remarks
- 25/P/012 Apologies for Absence
- 25/P/013 Declarations of Interests
- 25/P/014 Minutes of the Previous Meeting of the Committee - to be agreed and signed by the Chairman as a true and accurate record *Appendix 1*
- 25/P/015 Strategic Policies for Review
  - a) Personnel Committee Terms of Reference *Appendix 2*
  - b) Bullying and Harassment Policy *Appendix 3*
  - c) Disciplinary Policy *Appendix 4*
  - d) Equal Opportunities Policy *Appendix 5*
  - e) Sickness and Absence Policy *Appendix 6*
- 25/P/016 DBS Checks for Councillors  
To discuss the requirement for DBS checks for all councillors
- 25/P/017 New Councillor Training  
To ensure new councillors have sufficient training *Appendix 7*
- 25/P/018 Any Other Matters Arising
- 25/P/019 Date of Next Meeting  
To agree the time and date of the next Personnel Committee meeting, to be held in the Rubin Room, West Horsley Village Hall

Signed: *Julia McClung, Clerk & RFO to the Council, 12 June 2025*