



3 October 2025

Councillors Moodie (Chair), Best, King, and Mattock, You are here by summoned to attend a **West Horsley Parish Council Personnel Committee** meeting at 3pm on Thursday 9 October 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 Apologies for Absence
- 25/P/012 Declarations of Interests
- 25/P/013 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/014 Strategic Policies for Review
- a) Recruitment Policy *Appendix 2*
 - b) To consider adopting NALC's Model Equality and Diversity Policy *Appendix 3*
- 25/P/015 Civility and Respect Pledge *Appendix 4*
To discuss the Civility and Respect Pledge for Local Councils and agree whether to recommend to Full Council that it signs up to the Pledge
- 25/P/016 Councillor Training
To discuss ongoing an training programme for councillors including:
- Basic training for new councillors
 - Specific training for members of Committees
 - Bespoke training for Full Council, e.g. Local Government Reorganisation
- 25/P/017 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
- 25/P/018 Any Other Matters Arising
- To resolve to exclude the press and public from the following item in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1960 in order to discuss a confidential matter.*
- 25/P/019 Staffing Matters
- a) To review mid-year staff appraisals which took place on 3 October 2025
 - b) To review the NALC Model Contract of Employment for Councils with Green Book Terms and to agree to amend the Clerks' terms in line *Confidential Appendix 5*
- 25/P/020 Budget for 2026/27
To review office, members and training costs and agree recommendations for the 2026/27 budget

Signed: *Julia McClung, Clerk & RFO to the Council, 3 October 2025*

