



NOTICE OF MEETING

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

You are here by summoned to attend a **Personnel Committee** meeting at 10am on Tuesday 27 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.

Signed: Julia McClung, Clerk to West Horsley Parish Council, 21 October 2026

AGENDA

- 26/P/008 Apologies for Absence
- 26/P/009 Declarations of Interests
- 26/P/010 Minutes of the Previous Meeting of the Committee - to be agreed and signed by the Chairman as a true and accurate record *Appendix 1*
- 26/P 011 Strategic Documents for Review *Appendices 2-4*
 - a) Sickness and Absence Policy (NALC Update)
 - b) Health and Safety Policy
 - c) Dealings Between PC Staff and the Public Protocol
- 26/P/012 Becoming a Councillor
To discuss either holding an information evening for residents considering standing for election in the May 2027 elections, or incorporating it into the Annual Parish Meeting
- 26/P/012 Councillor Training
 - a) To discuss making basic and refresher training mandatory for all Committee Members; and Committee Terms of References to be amended accordingly
 - b) To discuss training requirements for Personnel Committee members including Employment Law, Health and Safety, and Data Protection
 - c) To agree to recommend a bespoke 'Roles and Responsibilities of Parish Councillors' training session for all Staff and Councillors after the May 2027 elections
- 26/P/013 Dates of 2027 Meetings
To agree the dates of Personnel Committee for 2027, noting the Chairman can request additional meetings when required.
- 26/P/014 Any Other Matters Arising