West Horsley Parish Council

Minutes of the Personnel Committee Meeting on 27 October 2026

Present Cllrs E Best, F King, C Mattock, L Moodie (Chairman); J McClung (Clerk)

26/P/008 **Apologies for Absence** None

26/P/009 **Declarations of Interests** None

26/P/0010 **Minutes of the Previous Meetings**
The minutes of the previous meeting were approved by the Committee and signed by the Chairman as a true and accurate record.

26/P/011 **Strategic Documents for Consideration**
Members reviewed and agreed to recommend to Full Council the following policies:
a) Sickness and Absence Policy (with two minor amendments)
b) Health and Safety Policy
c) Dealings Between PC Staff and the Public Protocol (new policy)

26/P/012 **Becoming a Councillor**
Members discussed how best to engage with residents in the run up to the May 2027 Parish Council elections. It was agreed that a short 'Becoming a Councillor' meeting will be held at 6.45-7.15pm in the Rubin Room on Tuesday 16 February. The meeting will be hosted by the Chairman and two councillors. A handout will be prepared. Attendees will be invited to stay for the Full Council meeting which starts at 7.30pm in the Cedar Room.

26/P/013 **Councillor Training**

a) Members discussed the importance of training for councillors, agreeing that all councillors, especially those sitting on committees with delegated authority, should be reminded and encouraged to complete relevant training. [Members are asked to refer to the Parish Council's 'Staff and Councillors Training Statement']. Councillors will be asked to keep a personal log of training attended.

b) Members discussed the need for ongoing training for Personnel Committee members, including employment law, health and safety and data protection. It was agreed that the Committee Chair will complete the Mulberry 'Chairs Training'. It was also agreed that existing and new committee members should be encouraged to:
   - Attend the online Surrey ALC Councillor Forums and Legal Updates
   - [Read The Good Councillor's Guide to Employment]
   - Sign up to receive email updates from Worknest

c) Members agreed to recommend two bespoke training courses for the newly elected Parish Council, as follows:
   - 'Roles and Responsibilities of Parish Councillors' in late May '27
   - 'Finance for Councillors' in late June '27

   The Clerk to also obtain costs for bespoke training sessions on Planning, GDPR and Safeguarding Young People.

26/P/014 **Date of 2027 Meetings**

Members agreed the dates of the 2027 Personnel Committee meetings, noting the Chairman can request additional meetings when required, as follows:

- 10am, 6 April 2027
- 10am, 5 October 2027

It was agreed that staff appraisals will take place on Tuesday 23 March, 10am-12pm.

The next meeting of the Committee will take place on Tuesday 6 April 2027 at 10am in the Rubin Room, West Horsley Village Hall.

26/P/015 **Any Other Matters Arising** None

The meeting was closed at 11.05am.

Signed by the Chairman as a true and accurate record: .....

Date: .....