

**Minutes of the Personnel Committee Meeting on 8 October 2025
3pm, Rubin Room, West Horsley Village Hall**

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

25/P/011 **Apologies for Absence** None

25/P/012 **Declarations of Interests** None

25/P/013 **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.

25/P/014 **Strategic Policies for Review**

- a) Recruitment Policy – Members discussed the policy and agreed to make a few amendments. An updated policy will be presented to Full Council for approval.
- b) NALC Equality and Diversity Policy. Members agreed to recommend to Full Council that it replaces its existing Equality Statement with the latest NALC Equality and Diversity Policy.

25/P/015 **Civility and Respect Pledge**

Member received and discussed a briefing note on the Civility and Respect Pledge for Local Councils. It was agreed that the Committee will recommend to Full Council that it adopts the pledge.

25/P/016 **Councillor Training**

Members discussed the need for a more robust training programme for councillors. Three categories of training were identified:

- New councillor training and refresher training
- Relevant training for members of Committees and Task Groups
- Bespoke training for full council, and other local organisations where appropriate.

A list of relevant training courses with costs will be drawn up for further consideration ahead of budget setting for 2026/27. In addition, Councillors will be asked to be more proactive in keeping abreast of local government news and attending webinars, councillor forums etc.

25/P/017 **Date of Next Meeting**

30 April 2025 at 3pm in the Rubin Room, West Horsley Village Hall

25/P/018 **Any Other Matters Arising** None

Members agreed to resolve to exclude the press and public from the following items in accordance with the provision of the Public Bodies (Admission to Meetings) Act 1060 to discuss staffing matters.

25/P/019 **Staffing Matters**

- a) Members discussed the mid-year staff appraisals which took place on 3 October 2025 (the clerk left the room for this item).
- b) Members reviewed the recently updated NALC Model Contract of Employment for Councils and agreed to amend the Clerks' annual leave allowances in line with the current Green Book Terms which were updated on 1 April 2023.

25/P/020 **Budget for 2026/27**

Members reviewed cost centres for office, members and training and discussed budget requirements for FY 26/27.

The meeting was closed at 4.32pm.

Signed by the Chairman as a true and accurate record:

Date: