



CRANLEIGH PARISH COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING ON THURSDAY 10 MAY 2018 AT 6.00pm IN THE COUNCIL OFFICE, VILLAGE WAY

Councillors

Cllr R Burbridge*
Cllr R Cole* Chairman
Cllr B Freeston* Vice Chairman
Cllr A Richardson*

PRESENT*

ALSO PRESENT: B. Bell Parish Clerk FSLCC, Cllr E Townsend.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATION OF INTERESTS

There were no declarations of interest or changes notified to members interests.

3. PERSONNEL COMMITTEE MINUTES

The draft minutes of the Personnel Committee meeting held on 22 February 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record.

4. CHAIRMAN'S REPORT

There was no Chairman's Report.

5. PUBLIC SESSION

There were no members of the public present who wished to speak.

6. COUNCIL MANAGEMENT

Three members of the Personnel Committee attended SSALC HR and Appraisals training in March and heard about Council Management arrangements in other Councils.

The Personnel Committee recommend to the Council:

- To form a Chairman's Group of the Chairman of the Council and the Chairman of the Personnel Committee to carry out the line management of the Clerk and to undertake the Clerk's annual appraisal.
- There is a positive advantage to having an HR professional at the Clerk's annual appraisal.
- The Chairman's Group should be able to access the Council's HR support.
- Standing Orders will need to be revised.

7. STAFF MATTERS

The Committee AGREED to exclude the press and public from the meeting, reason staff in confidence.

The Personnel Committee recommends to the Council to offer extended work experience two days per week to the young person who recently did work experience.

The Clerk left the room.

The Personnel Committee recommends to the Council to adopt the NALC/SLCC Salary Award for 2018 from 01 April 2018 for the Clerks.

The Clerk returned to the meeting.

8. DATE OF NEXT MEETING

Thursday 19 July 2018. The meeting closed at 6.38pm

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