WASHINGTON PARISH COUNCIL

Clerk to the Council.
Washington Parish Council PO Box 2286
PULBOROUGH RH20 9BT
Tel: 0777 6771921
Email: clerk@washingtonparish.org.uk
Website: www.washingtonparish.org.uk

Washington Parish Council Personnel Committee Meeting

MINUTES of the Personnel Committee Meeting held on Monday 30th April 2026
7:00pm at Washington Village Memorial Hall (Doré Room).

PRESENT: Cllr C Brookes (co-opted), Cllr A Dillaway, Cllr O. Jupp (co-opted) and Cllr Cllr J Thomas

ALSO: Clerk to the Council. No Members of the Public.

ABSENT: None

The meeting was opened at 7:00pm

P/04/26/01 **To elect a Chairman of the Committee**
The Committee **RESOLVED** to elect Cllr Dillaway for the remainder of the 2025/26 municipal year and he presided over the meeting.

P/04/26/02 **Apologies for absence**
None. All present

P/04/26/03 **Declarations of Interest**
None declared as defined under the Localism Act 2011 and the Council's adopted Code of Conduct.

P/04/26/04 **Minutes of the last Meeting**
The draft Minutes of the Personnel Committee Meeting held on 30th January 2025 were previously circulated. The Committee **RESOLVED** to note them as Cllr Dillaway and Cllr Thomas were the only two present at that meeting who are on the 20252/26 Committee. It was noted that decisions made at that meeting are still legally binding.

P/04/26/05 **Public Forum**
None present. There were no written representations.

P/04/26/06 **Grievance and Disciplinary Procedures**

The Committee reviewed the Council's Grievance and discipline procedure and **RESOLVED** to recommend to Council that the document is adopted without amendment.

P/04/26/07 **Dignity at Work Policy**

The Committee reviewed the Council's WPC Dignity-at-Work-Policy
It was noted that the Council is a registered Civility and Respect Council having adopted the Pledge and the principle behind it, on 3rd April 2023.

Following a discussion, the Committee **RESOLVED** to recommend the following to Council:

I. That the Dignity at Work Policy is adopted and to include a a mechanism for raising concerns which may arise from a meeting, to be brought to the attention of the meeting 'Chair' at the end of the meeting, if not already in the document; and if it relates to the 'Chair; of that meeting, to raise the matter with the Personnel Committee for a formal resolution;

II. That the Civility and Respect Logo is used in a smaller form, beneath the Council's logo on emails and correspondence, and for it to link to the meaning of the Pledge.

P/04/26/08 The Committee **RESOLVED** to exclude the Public and Press pursuant of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, from confidential staffing matters under the next item.

P/04/26/09 **Staffing matters**

The Committee discussed staffing matters relating to the annual salary review, and recommendations to Council were agreed, to be reported by the Chairman of the Committee.

A copy of a confidential report from the Clerk was circulated separately from these minutes to the Council.

P/04/26/10 **Next Meeting**

To be confirmed as and when required later in the year in order to review the Clerk's contract of employment.

Signed.....

Date.....