



Sarah Walker
Clerk to the Council
Email: sarah.walker@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PERSONNEL COMMITTEE
Held on Wednesday 18th July 2018 at 7.00pm in the Council Chamber**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Manley	P	Hartshorn	P	White	P
		Jennings-Evans	P	Reynolds	P
		Malcaus-Cooper	P	Goodman	P
			P	Sturt	PA

In the Chair: Cllr Hartshorn

In attendance: Sarah Walker – Clerk to the Council

P - present A – apologies PA – part of meeting - no information

.....

The Chairman welcomed everyone to the meeting and addressed the first agenda item

PER/18/01 To elect the Chairman and Vice-Chairman of the Committee for the ensuing year

Cllr White nominated, Cllr Jennings-Evans seconded and **all agreed to elect Cllr Hartshorn as Chairman of the Committee.**

Cllr Hartshorn took the chair.

Cllr White nominated, Cllr Malcaus Cooper seconded and **all agreed to elect Cllr Manley as Vice Chairman of the Committee**

PER/18/02 Apologies for absence

No apologies were received. Cllr Stacey was noted absent without apologies.

PER/18/03 To review and agree the terms of reference for the Committee

A terms of reference document based on the document used at Godalming Town Council for their Staffing Committee was obtained by the Chair of Council and circulated to members for consideration. Cllr Goodman put forward some suggested amendments (highlighted) to the document as follows:

v. To review the staffing structures **in conjunction with the Clerk** to ensure they are sufficient to deliver the aims of The Council

- vi. Develop, implement and review Employment related Policies **using appropriate employment law**
- xi. Hold regular informal meetings with the Parish Clerk and Staff to discuss and review employment matters. – **REMOVE THIS CLAUSE**
- xii. **In conjunction with the Clerk** Ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.

7.08pm – Cllr Sturt entered the chamber

Cllr Jennings-Evans put forward a further amendment, to alter the word “management” in clause ii, to the word oversight:

- ii. To provide support to and management of the Parish Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave and delegate authority for the day to day **management** of the Clerk to the Chairman of Council in conjunction with the Chairman of Personnel.

Cllr Jennings-Evans proposed and Cllr White seconded that the document be agreed with Cllr Goodman’s amendments and the alteration to the word management. A vote was taken, with 4 votes for and 4 votes against. In the event of a tied vote, the Chair of the Committee has the casting vote and voted against.

Cllr Malcaus Cooper proposed and Cllr Sturt seconded that the document be agreed with Cllr Goodman’s amendments. A vote was taken, with 5 votes for and 3 votes against. It was therefore resolved to adopt the terms or reference as shown at Appendix A.

Cllr Jennings-Evans asked to have recorded in minutes that the Terms of Reference were in conflict with the details within the staff contract of employment.

PER/18/04 Declarations of interest

No declarations of interest were made.

PER/18/05 Public question time

No members of the public were present.

PER/18/06 Exclusion of the press and public

Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:

PER/18/11 – Staffing Matters

PER/18/07 Staff training

Cllr Malcaus Cooper informed the committee that consideration should be given to the type, range and amount of training given to all staff, in particular CiLCA

training for the Assistant Clerk and safe operation of machinery for the Groundsman.

It was resolved:

- i) To review and re-instate the lone worker policy**
- ii) The Chairman, Vice-Chairman (of Council) and the Clerk would conduct a training analysis on role specific training.**

It was further proposed by Cllr Goodman, seconded by Cllr Jennings-Evans and agreed that an HR Specialist Consultant be sought and appointed to assist.

PER/18/08 Review of Staff Objectives

It was discussed that staff objectives should be monitored quarterly. Objectives set at annual appraisal should be measured and re-evaluated and reported to the Committee.

It was resolved that the Chairman, Vice-Chairman (of Council) and the Clerk would meet quarterly to conduct this exercise and report back to the Committee.

PER/18/09 Update on recruitment of Cemeteries and General Administrator

The Clerk updated the Committee on the recruitment to replace Julia. Only four applications had been received, of which two were considered suitable for interview. These interviews would take place on Friday 27th July, with the Clerk, Chair and Vice-Chair forming the interview panel.

PER/18/10 Exclusion of the press and public

Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:

PER/18/11 – Staffing Matters

Windlesham Parish Council

Personnel Committee – Terms of Reference

The role of the Personnel Committee is to consider all matters relating to the appointment and management of Council staff.

Membership of the committee will consist of a total of 6 members, with a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.

1. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
2. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

FUNCTIONS:

The committee shall:

- a) Oversee the appointment and management of Council staff, delegating responsibility to the Parish Clerk as they consider appropriate, or to an interview panel, but acting subject to the approval of the Full Council in relation to the appointment of the Parish Clerk, Deputy Parish Clerk and Responsible Finance Officer.
- b) Provide support to and management of the Parish Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave and delegate authority for the day to day management of the Clerk to the Chairman of Council in conjunction with the Chairman of Personnel.
- c) Review employee's remuneration and make recommendations thereon to The Council.
- d) Review Conditions of Employment, Contracts of Employment and Job Descriptions as appropriate to ensure they meet the needs of the Council and comply with relevant legislation and established good practice.
- e) Review the staffing structures in conjunction with the Clerk to ensure they are sufficient to deliver the aims of The Council.
- f) Develop, implement and review Employment related Policies using appropriate employment law
- g) Manage the Council's compliance with Employment legislation.
- h) Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system.
- i) Provide appropriately trained Members to conduct the Appraisal(s) of the Parish Clerk.
- j) Set appropriate SMART objectives for the Parish Clerk based on the aims and priorities of The Council.
- k) In conjunction with the Clerk, ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.
- l) Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding.
- m) Manage Disciplinary and Grievance procedures in accordance with appropriate council policy and processes and review them as necessary.
- n) Where necessary recommend appropriate actions to The Council.
- o) If required appoint an appeals panel drawn from Members of the Personnel Committee or from an external body as appropriate to the circumstances.
- p) Consider appointing an HR Consultant as necessary to assist the Committee.

Delegated Spending Authority

In order to undertake its functions, the Staffing Committee is authorised to spend up to £5,000 per annum allocated from the professional fees revenue budget when such expenditure is agreed by a resolution of the committee. Expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Council or, if expediency is required the Governance working party.

The Chairman shall:

- a) Agree the minutes of the Personnel Committee at Full Council meetings subject to approval.