



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 10th July 2019 at 7.00pm in the Council Chamber**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Gordon	P	Halovsky-Yu	A	Goodman	P
White	P	Jennings-Evans	P		
		Malcaus-Cooper	A		
		Barnett	A		
		Galliford	A		

In the Chair: Cllr White (representing Cllr Hartshorn, outgoing chair)
Cllr Jennings-Evans (incoming chair)

In attendance: Sarah Walker – Clerk to the Council
Cllr Harris – substitute for Cllr Malcaus Cooper
Cllr Willgoss – substitute for Cllr Galliford
Cllr Trentham – substitute for Cllr Halovsky-Yu

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

.....

PER/19/01 To elect the Chairman and Vice-Chairman of the Committee for the ensuing year

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

Cllr Jennings-Evans nominated, Cllr Goodman seconded and **all agreed to elect Cllr Gordon as Vice-Chairman of the Committee.**

PER/19/02 Apologies for absence

Apologies had been received and were accepted for Cllrs Galliford, Halovsky-Yu, Barnett and Malcaus Cooper.

PER/19/03 To review and agree the terms of reference for the Committee

The terms of reference circulated (as at Appendix A) were **noted and agreed.**

PER/19/04 Declarations of interest

No declarations of interest were made.

PER/19/05 Public question time

No members of the public were present.

PER/19/06 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/19/09 – Staffing Matters

PER/19/07 Christmas hours

The Clerk presented a paper to Members regarding Christmas office hours. Historically the office has always closed for Christmas and the new year period and it has been custom and practice that Council have “gifted” staff 3 days leave to cover the period between Christmas and New Year with any additional days required for closure being taken from individual holiday allowances.

Members discussed the gifting of holiday days and **resolved to recommend to Full Council that an addendum to staff contracts be written to give all staff an additional 3 holiday days a year, with the stipulation that these must be used to cover the office closure over the Christmas/New year period. If the office closure requires additional days these would need to be taken from individual holiday allowances. Dates for the office closing would be agreed by the Committee each year.**

Members were then asked to consider the office closure dates for 2019/20 **and it was resolved to close the office on Friday 20th December 2019, re-opening on Thursday 2nd January 2020.**

PER/19/08 Review of Clerk’s objectives

Following on from her appraisal and the Personnel meeting held on 17th April, it was agreed that the Clerk’s objectives be reviewed at each quarterly meeting.

The Clerk provided the following updates on set objectives:

- Lightwater Pavilion Project – Cllrs Malcaus Cooper and Harris have undertaken to produce a plan drawing of the potential size/footprint of a new building. Once this is complete, SHBC are happy to look at it and confirm if it is likely to pass planning requirements. Work can then start to have formal designs and plans drawn up.
- Kings Lane Playground – installation from Monday 8th July. Expected duration of 2-3 weeks.
- Bagshot Chapel roof – quotes taken to CAR committee on 2nd July – clarification to be sought re: quotes to bring to FC on 23rd July.
- Windlesham Cemetery extension – no further progress as yet
- Windlesham cemetery replanting – to be discussed by newly formed Cemetery committee
- Implementation of business plan – work ongoing
- Telephone kiosk – no further progress
- Hook Mill Lane project – work ongoing – next update will be at FC 23rd July
- Closer working relationships with other tiers of local government – this was discussed by the Clerk who explained she holds fairly regular informal meetings with the other Parish Clerks and also liaises with SHBC officers where required. Twice annual meetings are also held with County’s LAC officer which were very useful.

- Monthly meetings with Chair prior to Full Council – the Clerk confirmed that she and Chair of Council met at least once a month and had a regular weekly catch up either in person or on the phone
- Social media/comms policy – increase engagement/readership – year 1 increase to 1,500 – the Clerk discussed this with Members and told them this was one of the hardest elements to devote time to in the office. The need for engagement on social media is well recognised and the Clerk asked for some help with content for social media from Councillors. This was agreed. It was also agreed that post full council meetings, a set of decisions/actions be produced and publicised on social media, rather than people having to wait and read minutes from the meetings. There was also some discussion around recording/live streaming meetings – this would need to be discussed and agreed by Full Council.

The Committee noted the actions to date and in addition to the objectives above, **it was resolved to add a further objective regarding the Community Governance review is to be added. The Committee recognised the amount of work which will be involved with the CGR will be significant for the Clerk and therefore other objectives may need to be reprioritised.**

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 9 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 HR and legal fees 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.

The Chairman shall:

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

SW
July 2019

