



## Windlesham Parish Council

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The Council Offices  
The Avenue  
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Surrey  
GU18 5RG

25<sup>th</sup> June 2021

To: **Clrs Jennings-Evans, Malcaus Cooper, Hansen-Hjul, Galliford, Manley, Willgoss, White, Gordon and Sturt**

**And all members of Council as nominated substitutes**

You are hereby summoned to attend a meeting of the Personnel Committee to be held at All Saints Church Hall, Broadway Road, Lightwater, Surrey GU18 5SJ on **Wednesday 30<sup>th</sup> June 2021** at **5.00pm** to act upon the under-mentioned business.

Yours sincerely

**Sarah Walker**  
Clerk to the Council

### MEETING INFORMATION

Members of the public are invited to attend this meeting or alternatively, if you wish to submit any questions or comment on any of the items on this agenda without attending, please email [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk) by midday on Wednesday 30th June 2021. Please note that submissions for public participation will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting you must specify this to the Clerk in writing at the time of submission.

**This meeting will be COVID compliant and all those attending will need to wear a facemask unless otherwise notified. On arrival attendees must record their contact details for track and trace purposes. These details will be retained for a period of 21 days after the meeting. Unfortunately, public attendance will be restricted to the COVID capacity of the hall. Admittance will be on a first come first served basis.**

### AGENDA

1. To elect the **Chairman and Vice Chairman of the Committee** for the ensuing year
2. **Apologies for absence**
3. To review and agree the terms of reference for the Committee
4. To agree to recommend to Full Council the formal appointment of Cllr Halovsky-Yu to the Personnel Committee
5. To agree all HR/Personnel policies be sent to existing HR support for review and collation into a staff handbook
6. **Declarations of interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e)

7. **Public question time**
8. **Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.

#### **EXEMPT BUSINESS**

9. **Staffing related matters**
  - a) **To consider a review of the staffing structure of the Council**
  - b) **Recruitment**
    - i) **To agree the process for recruitment to the role of Clerk (and other roles if identified)**
    - ii) **To consider if independent support is required with the recruitment process**
    - iii) **If independent support required, consider a review/extension to current service provision**
    - iv) **Agree a budget for recruitment**
  - c) **Interim arrangements**
    - i) **Consider interim position of Proper Officer and cover required**
    - ii) **Consider interim RFO cover (statutory appointment)**