



Windlesham Parish Council

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PERSONNEL COMMITTEE
Held on Wednesday 30th June 2021 at 5.00pm at All Saints Church Hall, Lightwater**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Gordon	PA	Galliford	P	Hansen-Hjul	P
Manley	P	Halovsky-Yu	P	Sturt	P
White	P	Jennings-Evans	P		
Willgoss	P	Malcaus-Cooper	P		

In the Chair: Cllr Galliford

In attendance: Sarah Walker – Clerk to the Council
Anne Bott – SALC (via Zoom)
Cllr Goodman
Cllr Hardless (via Zoom)

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

PER/21/1 To elect the Chairman and Vice Chairman of the Committee for the ensuing year

The Chairman asked the Committee for nominations for the position of Chairman. Cllr Malcaus Cooper nominated, seconded by Cllr Halovsky-Yu, that Cllr Galliford continue as Chairman for a further year. No further nominations were made. Members voted unanimously; **it was therefore resolved to elect Cllr Galliford as Chairman of the Committee for the ensuing year.**

The Chairman asked the Committee for nominations for the position of Vice Chairman. Cllr Malcaus Cooper nominated, seconded by Cllr Halovsky-Yu, that Cllr Hansen-Hjul be elected as Vice Chairman for the ensuing year. No further nominations were made. Members voted unanimously; **it was therefore resolved to elect Cllr Hansen-Hjul as Vice Chairman of the Committee for the ensuing year.**

PER/21/2 Apologies for absence

No apologies were received.

The Chairman asked Members if they agreed to move the agenda item Declaration of Interests to be considered next – all Members agreed.

PER/21/3 Declarations of interest

No declarations of interest were made.

PER/21/4 To review and agree the terms of reference for the Committee

The Chairman raised a query regarding the terms of reference point 1 relating to the Chairman and Vice Chairman of Council being able to attend as ex-officio members. Anne Bott was asked for clarification on the status of ex-officio members

and commented that it would be determined by whatever designation the Council's Standing Orders gave. Given the Chair of Council and Vice Chair of Council will sit as appointed Members on the Personnel Committee this is irrelevant for this committee this year but the matter regarding ex-officio attendance will be referred to Full Council for discussion and inclusion in Standing Orders.

Members voted unanimously; **it was therefore resolved to adopt the Terms of Reference for the Committee (as at Appendix A).**

PER/21/5 To agree to recommend to Full Council the formal appointment of Cllr Halovsky-Yu to the Personnel Committee

Members agreed and **it was resolved to recommend to Full Council the formal appointment of Cllr Halovsky-Yu to the Personnel Committee**

PER/21/6 To agree all HR/Personnel policies be sent to existing HR support for review and collation into a staff handbook

Members agreed and **it was therefore resolved to provide all existing HR policies to existing HR support for review and collation into a staff handbook**

PER/21/7 Public question time

No public questions were received.

PER/21/8 Exclusion of the press and public

Members discussed and 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/21/9 Staffing Related Matters

This agenda item will deal with Council staffing issues and as such is deemed confidential business.

The open part of the meeting was formally closed.

PER/21/9 Staffing Related Matters

a) To consider a review of the staffing structure of the Council

Members discussed a proposal from a recommended external provider to carry out a review of the staffing structure of the Council. Members agreed unanimously and **it was resolved that the review should be carried out, at the quoted price of £1,125 plus travelling expenses (capped at £50).**

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**

17:44 Cllr Gordon left the meeting

- iii) If independent support required, consider a review/extension to current service provision**
- iv) Agree a budget for recruitment**

With regard to the above agenda items, the Committee agreed the recruitment process could be fully mapped out once the structure review had taken place as this would shape and inform the type of recruitment needed. It was agreed that independent support in the form of support from SALC and existing HR would be required and therefore an extension to the existing provision would be needed. An increase of £18,000 to the existing budget line HR/Legal costs had already been agreed at Full Council on 22nd June and it was agreed not to define the budget further.

c) Interim arrangements

- i) Consider interim position of Proper Officer and cover required**
- ii) Consider interim RFO cover (statutory appointment)**

With regard to the above agenda items, Members discussed various interim measures, but these would be further discussed with existing staff before proposals being brought to the next meeting of the Personnel Committee on 7th July.

There being no further business, the Chairman thanked Anne Bott for her attendance and support at the meeting and the meeting closed at 18:09.

Appendix A

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 minimum of 6 members, with a minimum of 2 representatives 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 Personnel Committee will have the following duties and shall be empowered, within the current structure, to:

Re: Recruitment

- a) Have full delegated authority to oversee the full recruitment and employment process for all positions. To delegate responsibility to the Parish Clerk as they consider appropriate, or to an interview panel, following agreement of Full Council as to the positions to be recruited to.
- b) Appoint a panel/sub-committee of Councillors to be responsible for the recruitment (to include interviewing) to the position of Clerk to the Council (as per recruitment policy). This would consist of Chairman, Vice Chair of Council, Chairman of Personnel, Vice Chairman of Personnel and at least one other nominated Councillor, ensuring that membership included at least one representative from each village.

Re: Staff

- c) 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.
- d) Review employee's remuneration and make recommendations thereon to the Council.
- e) 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.
- f) Review the staffing structures in conjunction with the Clerk to ensure they are sufficient to deliver the aims of The Council.
- g) Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system.
- h) Provide appropriately trained Members to conduct the Appraisal(s) of the Parish Clerk.
- i) Set appropriate SMART objectives for the Parish Clerk based on the aims and priorities of The Council.
- j) 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.
- k) Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding.

Re: Policies and legislation

- l) Develop, implement and review Employment related Policies using appropriate employment law
- m) Manage the Council's compliance with Employment legislation.
- n) Manage Disciplinary and Grievance procedures in accordance with appropriate council policy and processes and review them as necessary.
- o) Where necessary recommend appropriate actions to The Council.
- p) If required appoint an appeals panel drawn from Members of the Personnel Committee or from an external body as appropriate to the circumstances.

Re: External Support

- q) Give authority and award contracts to HR Services (current retained HR advice provider) and Surrey ALC and or any appropriate body/company to conduct necessary reviews and make recommendations to the committee

Delegated Spending Authority

In order to undertake its functions, the Personnel Committee is authorised to spend to the following limits:

- 1) Up to £10,000 in recruitment costs (advertising, external support etc) per recruitment campaign, allocated from the HR and legal fees budget when such expenditure is agreed by a resolution of the committee.
- 2) To the upper level of the agreed salary scale banding for any new employee, subject to budget availability.
- 3) Up to £5000 per agenda item for any item agreed by resolution of the Committee.
- 4) All 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.