



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PERSONNEL COMMITTEE

Held on Tuesday 4th July 2023 at 6:30pm at the Lightwater Library, 83A Guildford Road, Lightwater

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Hardless	PA
Hills	P	Jennings-Evans	P		
		Malcaus-Cooper	P		

In attendance: Joanna Whitfield –Clerk to the Council
Cllr Derrick Jennings-Evans

Cllr Jennings-Evans took the Chair

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

		Action
PER/23/01	<p>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</p> <p>Cllr Jennings-Evans welcomed everyone to the meeting and asked for nominations for Chair of the Committee</p> <p>Cllr Turner nominated, Cllr Hills seconded, and it was agreed unanimously to appoint Cllr White as Chairman of the Committee.</p> <p><i>18:34 Cllr Hardless joined the meeting</i></p> <p>Cllr Turner nominated, Cllr Hills seconded, and it was agreed unanimously to appoint Cllr Rebecca Jennings Evans as Vice-Chair of Council.</p>	
PER/23/02	<p>Apologies for absence</p> <p>There were no apologies for absence.</p>	
PER/23/03	<p>Declarations of interest</p> <p>None</p>	

PER/23/04	Public question time There were no questions raised.	
PER/23/05	To note the Committee's Terms of Reference Members noted and agreed the Terms of Reference as presented.	
PER/23/06	To agree membership of Staffing Sub-Committee It was agreed unanimously that should the need arise a staffing sub-committee would be appointed, and membership would be in line with the Terms of Reference in place at the time.	
PER/23/07	To agree the Terms of Reference of the Staffing Sub-Committee Members agreed unanimously to adopt the staffing sub-committee Terms of Reference as presented.	
PER/23/08	To review staff appraisal system. Members were presented with the current appraisal documents and an alternative more competency-based approach. Cllr Turner also suggested that Members may like to consider a 360-degree appraisal system. Members discussed the options presented and resolved unanimously to adopt option b, the competency-based approach. It was also agreed that informally the Chair of Council and Chair of Personnel would consider Members views when conducting the Clerk's appraisal.	
PER/23/09	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/22/38 Employment Contract Review PER/22/39 Staffing Matters	
	CONFIDENTIAL	
PER/23/10	Employment Contract Review Members reviewed the contracts as presented and resolved that the current contracts met the needs of the Council and were fit for purpose. Cllr Turner suggested that the Committee considered the addition of one clause as per the confidential report. It was agreed that Cllr Turner will present Members with an example clause for consideration at the next Personnel Committee meeting.	AT

PER/23/11	Staffing Matters Members reviewed the temporary nature of the Operations Coordinators position and resolved to make the position permanent, with affect from the 3rd July 2023.	The Clerk
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There being no further business, the meeting closed at 19:11.