



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S STAFFING SUB-COMMITTEE

Held on Tuesday 9th January 2024 at 6:30pm at the at The Link, St John the Baptist Church, Church Road, Windlesham

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Hardless	P
		Jennings-Evans	P		

In attendance: Joanna Whitfield –Clerk to the Council

Cllr White took the Chair

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

		Action
STAFF/23/01	<p>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</p> <p>Cllr White welcomed everyone to the meeting and asked for nominations for Chair of the Sub-Committee</p> <p>Cllr Turner nominated, Cllr Jennings-Evans seconded, and it was agreed unanimously to appoint Cllr White as Chairman of the Sub-Committee.</p> <p>Cllr White nominated, Cllr Jennings-Evans seconded, and it was agreed unanimously to appoint Cllr Hardless Vice-Chair of Council.</p> <p>The Clerk notified Members that Cllr Malcaus Cooper had expressed an interest in joining the subcommittee. Members raised concerns regarding a potential imbalance in village representation that this may cause. They also highlighted that although Cllr Malcaus Cooper had sent apologies for the Personnel Committee meeting when the subcommittee members were decided, she hadn't expressly indicated her interest in joining at that time.</p>	
STAFF/23/02	Apologies for absence	

	There were no apologies for absence.	
STAFF/23/03	Declarations of interest None	
STAFF/23/04	Public question time There was no public present.	
STAFF/23/05	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: STAFF/22/07 To agree the interview dates, format, and questions for the Communications & Engagement Officer position.	
STAFF/23/06	To agree the Terms of Reference of the Staffing Sub-Committee Cllr Turner enquired about the advantages of delegating authority to the subcommittee to oversee staff remuneration and terms and conditions. It was noted that these points were addressed within the staff contracts and Council policies which, the Personnel Committee had recently reviewed. Members agreed unanimously to adopt the staffing sub-committee Terms of Reference as presented.	
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STAFF/23/07	To agree the interview dates, format, and questions for the Communications & Engagement Officer position. Members unanimously resolved that the entire sub-committee would carry out the selection for interview process and an interview panel consisting of the Chair of Personnel, Chair of Council and the Clerk would be appointed to conduct interviews in early February. Cllr R Jennings-Evans and Cllr Hardless will act as substitutes if required. It was also agreed to approve the interview questions as presented.	

There being no further business, the meeting closed at 18:49.