



Windlesham Parish Council

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

Held on Tuesday 14th January 2025 at 6:30pm at St Annes Church Centre, 45 Church Road, Bagshot, GU19 5EQ

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P		
Du Cann	P	Jennings-Evans	P		
		Malcaus-Cooper	A		
		Harris	S		
		D Jennings-Evans	P		

In attendance: Joanna Whitfield –Clerk to the Council

Cllr Jennings-Evans took the Chair

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

		Action
PER/24/23	<p>Apologies for absence</p> <p>Apologies for absence were received and accepted from Cllr Malcaus Cooper</p> <p>The Clerk informed Members that Cllr Hills has resigned from the Council and therefore the committee with immediate effect.</p>	
PER/24/24	<p>Declarations of interest</p> <p>None</p>	
PER/24/25	<p>Public question time</p> <p>There were no questions raised.</p>	
PER/24/26	<p>Exclusion of the press and public.</p> <p>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:</p> <p>PER/22/38 To approve as a correct record the confidential</p>	

	<p>resolution report from the Personnel Committee meeting held on the 1st October 2024.</p> <p>PER/22/49 Staffing Matters</p> <ul style="list-style-type: none"> • RFO Contract review • Communications & Engagement Officer Contract Review • To consider staffing structure adjustments <p>It was resolved that the above items would be discussed in the confidential part of the meeting.</p>	
<p>PER/24/27</p>	<p>To consider adopting a Mental Health Policy for Employees and Elected Members</p> <p>Members were presented with a draft Mental Health Policy attached and asked to decide if they would like to:</p> <p>a) Adopt a Mental Health Policy</p> <p>and if so to decide if they would like to:</p> <p>b) Adopt the policy as presented</p> <p>Or</p> <p>c) Amend and adopt the policy</p> <p>It was resolved to recommend that the Full Council adopt the policy as presented. As with all policies it will be reviewed annually or when required by law.</p>	
<p>PER/24/28</p>	<p>Gifts & Hospitality</p> <p>Declaration of Gifts</p> <p>Members were reminded that Clause 13 of the Officers' Code of Conduct addresses the acceptance of gifts and hospitality. While there is no specific reference in the Code to gifts or hospitality exchanged between Councillors and staff, the Clerk wishes to bring the following to the attention of the Personnel Committee for the sake of complete transparency:</p> <ol style="list-style-type: none"> 1. Gifts Received by Staff: During the Christmas period, staff received several token gifts from Councillors. None of these gifts exceeded a value of £50. 2. Exceptional Case: An exception to this was a gift received by the Clerk. This gift was intended to replace a bag which was damaged by a Councillor's dog. Based on the Clerk's assessment, the replacement item likely exceeds the £50 threshold. To maintain openness and transparency, the Clerk is formally declaring this item. <p>Members were asked to note the above declarations</p>	

	Noted	
PER/24/29	<p>Training Update</p> <p>Members were provided with a record of staff training undertaken during 2024, training requirements for the upcoming year and an update regarding Councillor code of conduct training.</p> <p>The Clerk requested that Members approve her attendance at the NALC Powershift Conference scheduled for June, in London. The conference focuses on topics related to devolution and will cost in the region of £150 including travel.</p> <p>The Clerk also informed Members that at the beginning of January, the Monitoring Officer had advised her that SHBC would be unable to provide the Code of Conduct training. As a result, she is now exploring alternative providers</p> <p>It was resolved to approve the Clerk's attendance at the Powershift Conference and to recommend that Full Council consider offering the opportunity for a few councillors and the Assistant Clerk to attend as well.</p>	
PER/24/30	<p>Clerks Update</p> <p>The Clerk informed Members that the annual performance appraisals are scheduled to take place during February and March, with outcomes to be reported to the Personnel Committee at its April meeting.</p>	
PER/24/31	<p>Exclusion of the press and public.</p> <p>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:</p>	
	CONFIDENTIAL	
PER/24/32	<p>To approve as a correct record the confidential resolution report from the Personnel Committee meeting held on the 1st October 2024.</p> <p>It was resolved that the report as presented was a true record of the Personnel Committee meeting held on the 1st October 2024.</p>	
PER/24/33	<p>Staffing Matters – RFO Contract Review</p> <p>The Committee considered the circumstances presented and resolved to carry out the actions as detailed in the confidential report.</p>	
PER/24/34	<p>Communications & Engagement Officer Contract Review</p> <p>Members noted that the short-term contract for the Communications Officer was nearing its end and resolved to make the position permanent. This decision was made with the</p>	

	understanding that the Council has approved the role as part of the 2025-26 budget.	
PER/24/35	To consider staffing structure adjustments Members reviewed the presented papers and resolved to implement the recommended adjustments outlined in the confidential report.	

There being no further business, the meeting closed at 19:00.