



Windlesham Parish Council

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

Held on Tuesday 8th April 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	-	Jennings-Evans	P		
		Malcaus-Cooper	P		
		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/24/36	Apologies for absence No apologies for absence were received, however, Cllr Du Cann's absence was noted.	
PER/24/37	Declarations of interest None	
PER/24/38	Public question time There were no questions raised.	
PER/24/39	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/22/42 To approve as a correct record the confidential resolution report from the Personnel Committee meeting held on the 14 th January 2025.	

	<p>PER/22/43 To consider staffing implications following an operational review</p> <p>PER/22/44a Staff Annual Reviews</p> <p>PER/22/44b Flexible Working Review</p> <p>It was resolved that the above items would be discussed in the confidential part of the meeting.</p>	
	<p>Strategic Review of Staffing Structure</p> <p>In the interest of resilience planning and an ambition to enhance operational efficiency and community service, members discussed the merit of possible changes to the current staffing structure.</p> <p>This included consideration of current and future needs in areas such as greenspace management, project delivery, community engagement, and administration. This is particularly important in light of the current Local Government Reorganisation timetable. Members were asked to review</p> <p>It was resolved to delegate authority to the Clerk in conjunction with Cllr R Jennings-Evans, Malcaus Cooper, and Turner to prepare a scoping report outlining options, resource implications, and timelines for any proposed reorganisation.</p>	
PER/24/40	Clerks Update	
PER/24/41	<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/24/42	<p>To approve as a correct record the confidential resolution report from the Personnel Committee meeting held on the 14th of January 2025</p> <p>It was resolved to approve the report as presented</p>	
PER/24/43	<p>To consider staffing implications following an operational review</p> <p>Members reviewed the information provided and thanked the staff for their full cooperation and transparency.</p> <p>It was resolved that the Personnel Committee was satisfied with how the matter had been handled and recommended to Full Council that a standard operating procedure be established for all cemeteries. This should include the implementation of physical markers to assist in the identification of reserved grave plots.</p>	

<p>PER/24/44a</p>	<p>Staffing Matters Staff Annual Reviews</p> <p>Members were presented with a report containing all staff annual reviews.</p> <p>Action for Councillors</p> <ol style="list-style-type: none"> 1. Members were to review and note the completed appraisals. In particular, Members noted that if performance was deemed satisfactory or above, a scale point progression was contractually automatic. Also that any increase would be backdated to 1st April 2025, as per the employment contract. <p>APPROVED</p> <ol style="list-style-type: none"> 2. If any member of staff's performance was deemed unsatisfactory, the appraisal should specify where performance has fallen short, and the Members will need to implement any necessary training/support. Members were asked to note that all staff achieved a satisfactory performance review <p>N/A</p> <ol style="list-style-type: none"> 3. To consider the following recommendations discussed during the Clerk's appraisal. <ol style="list-style-type: none"> a. Recommendation 1: Windlesham Parish Council funds the Clerk's enrolment on the <i>SLCC Community Governance Programme</i>, leading to qualifications at Level 5 (Foundation Degree) and possibly Level 6 (BA Honours). <p>Members resolved to recommend to the Full Council that Windlesham Parish Council fund the Clerk's enrolment on the <i>SLCC Community Governance Programme</i>, leading to qualifications at Level 5 (Foundation Degree) and possibly Level 6 (BA Honours). It is also recommended that the Council agree in principle that some study time will be paid. The amount of paid study time will be agreed upon at a future meeting. Finally, it was recommended that this be funded from the General Reserve.</p> <ol style="list-style-type: none"> b. Recommendation 2: Council to fund the Clerk's attendance at both the SLCC National Conference Practitioners Conference. <p>It was resolved to recommend to the Full Council that the Council approve the Clerk's attendance at both the SLCC National Conference and Practitioners Conference, approving a spend of up to £1600 for both conferences to be funded from the General Reserve.</p> 	
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PER/24/44b	Flexible Working Review Members reviewed the information presented and resolved the action as detailed in the confidential report.	
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There being no further business, the meeting closed at 19:22.