



Windlesham Parish Council

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

Held on Tuesday 23rd July 2025 at 6:30pm at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB

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

In attendance: Joanna Whitfield –Clerk to the Council
Cllr Willgoss – WPC Bagshot Committee

Cllr Turner took the Chair

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

		Action
PER/25/01	<p>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</p> <p>Cllr Turner welcomed everyone to the meeting and asked for nominations for Chair of the Committee</p> <p>There were two nominations as follows:</p> <p>Cllr Turner nominated, Cllr Malcaus Cooper seconded, Cllr Turner as Chairman of the Committee.</p> <p>Cllr Wheeler nominated, Cllr Richardson seconded, Cllr Wheeler as Chairman of the Committee.</p> <p>Both Cllr Wheeler and Cllr Turner gave a speech on their relevant experience.</p> <p>A vote was taken and carried in favour of Cllr Turner as follows:</p> <p>Cllr Wheeler 2 votes in favour Cllr Turner 4 votes in favour</p>	

	Cllr Malcaus Cooper nominated, Cllr Turner seconded, and it was agreed unanimously to appoint Cllr White as Vice-Chair of the Committee.	
PER/25/02	Apologies for absence Apologies for absence were received and accepted from Cllr Jennings-Evans.	
PER/25/03	Declarations of interest None	
PER/25/04	Public question time Cllr Willgoss, observing from the public gallery, raised a query concerning item 9 on the agenda, specifically regarding the equitable allocation of staff time across the villages. It was noted that this matter would be addressed as part of the forthcoming discussion on that agenda item.	
PER/25/05	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: PER/25/12 Staffing Matters It was resolved that the above items would be discussed in the confidential part of the meeting.	
PER/25/06	To note the Committee's Terms of Reference Members resolved to approve the Terms of Reference as presented, subject to the following clarification. 'Non-members of the Council may be appointed to serve on the Committee in an advisory capacity. Such appointments shall be made by recommendation to Full Council and confirmed by a majority vote of the Council.' It should be noted that in line with Standing Order 4d (i) &(iv), Full Council shall determine the terms of reference and appoint and determine the terms of office of members of such a committee.	
PER/25/07	To agree the membership of the Staffing Sub-Committee and Terms of Reference It was resolved that a separate Staffing Committee is not required, and that all recruitment matters shall be managed by the Personnel Committee.	

	It was further resolved that any interview panel shall comprise one nominated member from each Village Committee, together with the Chair or Vice-Chair of the Personnel Committee.	
PER/25/08	<p>Employment Rights Bill Update and Deferral of HR Policy Review</p> <p>Members were provided with an update on the Employment Rights Bill and reminded that the Council traditionally undertakes a comprehensive review of its suite of HR policies at this point in the year to ensure compliance with employment law and to reflect best practice.</p> <p>Members were asked to note that due to the expected legislative changes, the policy review has been deferred to avoid duplication of effort and cost, given that policies will likely need to be reworked within months.</p> <p>It was resolved to defer review of the HR policies until the October Committee meeting.</p>	
PER/25/09	<p>Operational Arrangements Update: Enhancing Equitability Across Village Workstreams</p> <p>Members are asked to note that as of the 7th of July, a realignment in officer working arrangements took place. This was carried out to ensure more equitable delivery of service and project support across the three village committees.</p> <p>Members noted the report and resolved to review the matter again in six months.</p> <p>It was further resolved that, to support effective time management, the Council Office will operate on an appointment-only basis for members of the public from 1st November 2025. Telephone services will continue to operate as normal.</p>	
PER/25/10	<p>Organisational Review</p> <p>Members were informed that, as per the resolution at the April Personnel Committee meeting, a review of Staffing arrangements has begun.</p> <p>Cllr Turner informed Members that he had liaised with the Clerk and had an informal discussion with the staff. The purpose of these discussions was to gain insight into current operational capacities and future requirements.</p> <p>His assessment concluded that all staff are currently working at full capacity, and the Council will need to give due consideration to staffing arrangements going forward.</p> <p>Noted</p>	
PER/25/11	<p>Clerks Update</p> <p>Nothing to report</p>	

PER/25/12	Exclusion of the press and public. 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:	
	CONFIDENTIAL	
PER/25/13	Staffing Matters It was resolved to carry out the actions as detailed in the confidential report.	

There being no further business, the meeting closed at 19:22.

Windlesham Parish Council

Personnel Committee – Terms of Reference 2025-26

The role of the Personnel Committee is to consider all matters relating to the appointment and management of Council staff.

1. Membership of the committee will consist of a maximum of 6 members, consisting of a maximum of 2 representatives from each village. To ensure that each village remains adequately represented in the event of a member's absence, any nominated substitute must be a member of the same village committee as the original appointed representative. **Non-members of the Council may be appointed to serve on the Committee in an advisory capacity. Such appointments shall be made by recommendation to Full Council and confirmed by a majority vote of the Council.**
2. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
3. 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 recruit in accordance with operational need, subject to budget availability and to oversee the full employment process for all positions. To delegate responsibility to the Parish Clerk or to an interview panel as they consider appropriate.
- b) Appoint a panel/sub-committee of Councillors to be responsible for ~~the recruitment (to include interviewing)~~, as per the recruitment policy. This would consist of the Chairman, ~~or 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, and a nominated member from each village committee.~~

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, including considerations of workplace culture and behaviour.
- 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) 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.