



Sarah Walker
Clerk to the Council
Email:sarah.walker@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S PERSONNEL COMMITTEE
Held on Wednesday 15th July 2020 at 7.00pm held by remote conferencing on Zoom

| Bagshot Cllrs | | Lightwater Cllrs | | Windlesham Cllrs | |
|---------------|----|------------------|----|------------------|--|
| White | PZ | Barnett | PZ | | |
| Willgoss | PZ | Galliford | PZ | | |
| | | Jennings-Evans | PZ | | |
| | | Malcaus-Cooper | PZ | | |

In the Chair: Cllr Jennings-Evans (outgoing Chair)
Cllr Galliford (incoming Chair)

In attendance: Sarah Walker – Clerk to the Council

PZ – present by remote attendance A – apologies PZA – part of meeting
- no information

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The meeting was late starting due to the preceding Planning Committee meeting over running.

PER/20/06 To elect the Committee Chairman and Vice Chairman for the ensuing year

Cllr Willgoss nominated Cllr Galliford as Chairman. Cllr Barnett seconded the nomination. Cllr Jennings-Evans nominated herself as Chairman. Cllr White seconded the nomination. A vote was taken in the order the nominations were proposed. Cllr Galliford received 4 votes for with 2 abstentions; Cllr Jennings-Evans received 2 votes for with 4 abstentions. **It was therefore resolved to elect Cllr Galliford as Chairman of the Committee.**

Cllr Galliford took the Chair

Cllr Barnett nominated Cllr Malcaus Cooper as Vice Chairman. Cllr Willgoss seconded the nomination. Cllr Jennings-Evans nominated Cllr White as Vice Chairman. Cllr White seconded the nomination. A vote was taken in the order the nominations were proposed. Cllr Malcaus Cooper received 4 votes for with 2 abstentions; Cllr White received 2 votes for with 4 abstentions. **It was therefore resolved to elect Cllr Malcaus Cooper as Vice Chairman of the Committee.**

PER/20/07 Apologies for absence

No apologies had been received – all committee members were in attendance.

PER/20/08 To review and agree terms of reference for the Committee

The terms of reference circulated (as at Appendix A) were **noted and agreed.**

PER/20/09 Declarations of interest

No declarations of interest were made.

PER/20/10 Public question time

No members of the public were present.

PER/20/11 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/20/12 – To discuss the Clerk’s appraisal

19.23 - The Clerk left the meeting and handed over control of the Zoom meeting to Committee Chairman Cllr Galliford

Minutes for the remainder of the meeting were taken by Cllr Malcaus Cooper

Appendix A

Windlesham Parish Council Personnel Committee – Terms of Reference

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

Membership of the committee will consist of a total of 6 members, with a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.

1. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
2. 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 committee shall:

- a) Oversee the appointment and management of Council staff, delegating responsibility to the Parish Clerk as they consider appropriate, or to an interview panel, but acting subject to the approval of the Full Council in relation to the appointment of the Parish Clerk, Deputy Parish Clerk and Responsible Finance Officer.
- b) 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.
- c) Review employee's remuneration and make recommendations thereon to The Council.
- d) 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.
- e) Review the staffing structures in conjunction with the Clerk to ensure they are sufficient to deliver the aims of The Council.
- f) Develop, implement and review Employment related Policies using appropriate employment law
- g) Manage the Council's compliance with Employment legislation.
- h) Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system.
- i) Provide appropriately trained Members to conduct the Appraisal(s) of the Parish Clerk.
- j) Set appropriate SMART objectives for the Parish Clerk based on the aims and priorities of The Council.
- k) 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.
- l) Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding.
- m) Manage Disciplinary and Grievance procedures in accordance with appropriate council policy and processes and review them as necessary.

- n) Where necessary recommend appropriate actions to The Council.
- o) If required appoint an appeals panel drawn from Members of the Personnel Committee or from an external body as appropriate to the circumstances.
- p) Consider appointing an HR Consultant as necessary to assist the Committee.

Delegated Spending Authority

In order to undertake its functions, the Personnel Committee is authorised to spend up to £5,000 per annum allocated from the HR and legal fees budget when such expenditure is agreed by a resolution of the committee. 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.