



Windlesham Parish Council

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3rd April 2025

To: Cllrs Jennings-Evans, Malcaus Cooper, White, Hills, D Jennings-Evans, Du Cann and Turner

And all members of Council as nominated substitutes

You are hereby summoned to attend a meeting of the Personnel Committee to be held at St Annes Church Centre, 45 Church Road, Bagshot on **Tuesday 8th April 2025 at 6:30pm** to act upon the under-mentioned business.

Yours sincerely

**Joanna Whitfield
Clerk to the Council**

MEETING INFORMATION

Members of the public are invited to attend this meeting or if you wish to submit any questions or comment on any of the items on this agenda without attending, please email clerk@windleshampc.gov.uk by midday on Tuesday 8th April 2025. Please note that all written submissions for public participation are limited to 150 words and where possible will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting, you must specify this to the Clerk in writing at the time of submission.

AGENDA

1. **Apologies for absence**
2. **Declarations of interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e)
3. **Public question time**
4. **Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960
5. **Strategic Review of Staffing Structure**
6. **Clerks Update**

Exclusion of the press and public - To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.

CONFIDENTIAL BUSINESS

- 7. To approve as a correct record the confidential resolution report from the Personnel Committee meeting held on the 14th of January 2025.**
- 8. To consider staffing implications following an operational review.**
- 9. Staffing Matters**
 - a) Staff Annual Reviews**
 - b) Flexible Working Review**

Item 5 - Strategic Review of Staffing Structure

Personnel Committee 8th April 2025

In the interest of forward planning and an ambition to enhance operational efficiency and community service, members are invited to explore possible changes to the current staffing structure. This includes 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.

Action:

To consider and discuss potential strategic reorganisation of staffing resources to ensure alignment with evolving council priorities and to optimise service delivery across Windlesham Parish Council.

Recommendations:

1. The Committee initiates a strategic staffing review.
2. That the Clerk be authorised to prepare a scoping report outlining options, resource implications, and timelines for any proposed reorganisation.