



### **Windlesham Parish Council**

Joanna Whitfield  
Clerk to the Council  
Tel: 01276 471675  
Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

2<sup>nd</sup> October 2025

**To: Cllrs Jennings-Evans, Turner, White, Hills, Du Cann, Richardson and Wheeler**

**And all members of Council as nominated substitutes**

You are hereby summoned to attend a meeting of the Personnel Committee to be held at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB on 7<sup>th</sup> October **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 alternatively, 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](mailto:clerk@windleshampc.gov.uk) by midday on 7<sup>th</sup> October 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. **Christmas Office Closure Dates**
6. **Operational Arrangements Update:** Enhancing Equitability Across Village Workstreams
7. **Recruitment Update**
8. **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**

9. To approve as a correct record the confidential resolution reports for the Personnel Committee held on 23<sup>rd</sup> July 2025.
10. Local Government Pay Award – Update
11. To consider officer hours & toil
12. Staffing Capacity Review
13. Staffing Matters

## **Agenda Item 5 – Christmas 2025 office hours**

### **Personnel Committee 7<sup>th</sup> October 2025**

Members are aware that the Parish Offices closes over the Christmas period each year, with the Council having amended all contracts in 2019 to include an additional 3 days leave at Christmas.

Due to staff working patterns and annual leave requests (all staff have requested 22<sup>nd</sup>-24<sup>th</sup>) it is proposed that this year the office will be closed on Monday 22<sup>nd</sup> and will re-open on Friday 2<sup>nd</sup> January 2026. Notwithstanding public holidays, the office will be closed for Christmas Eve and the 3 days between Christmas and New Year. Any leave outside of the 3 days leave covered by contractual obligations will be taken from the staff's annual leave entitlement.

To ensure consistency and timely planning of the annual Christmas office closure, it is also requested that the Clerk be granted ongoing delegated authority to determine the Council's Christmas closure period each year. This delegation would apply annually and enable the Clerk to confirm closure dates in line with staff working patterns and operational requirements, without requiring a separate resolution each year. The closure period must not begin before 22<sup>nd</sup> December, and the office must reopen on the first working day after New Year's Day. Any additional closure days, beyond the three provided through contractual Christmas leave, will continue to be taken from staff's annual leave entitlement.

As in previous years, SHBC contact centre information will be publicised and emails monitored.

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#### **Action**

- 1. To consider the proposed Christmas office closure for 2025:**
  - **Office will be closed on Monday 22nd December 2025.**
  - **Office to re-open on Friday 2nd January 2026.**
- 2. To consider delegating authority to the Clerk to determine the Parish Office Christmas closure period annually, subject to:**
  - **The closure not commencing before 22nd December.**
  - **The office reopening on the first working day after New Year's Day.**
  - **Additional closure days to be taken from staff annual leave entitlements.**
- 3. Note that SHBC contact centre information will be publicised as usual, and Parish Council during the closure period.**

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**JW**

**Clerk to the Council  
October 2025**

## **Item 6: Follow-up Report on Officer Time Allocation – Monitoring of Revised Operational Arrangements**

**Personnel Committee 7<sup>th</sup> October 2025**

### **Purpose of Report**

To provide an update to Members on the impact and implementation of revised officer time allocations across the three Village Committees, as first introduced and noted under Item 9 (July 2025). This report presents time monitoring data between 7th July 2025 and 30th August 2025 and assesses early effectiveness and equity in line with the Council's objective to ensure consistent service delivery.

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### **Action Required:**

Members are asked to NOTE the contents of this report.

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### **Background**

In response to a documented imbalance in officer time (1 January to 3 July 2025), a revised operational model was introduced on 7th July 2025. The intended goal was to ensure a more structured and equitable allocation of officer support across Windlesham, Bagshot, and Lightwater Village Committees.

### **Time Distribution (pre-July 2025):**

<b>Village</b>	<b>Percentage Split of Clerk/Asst. Clerk &amp; RFO Hours</b>	<b>Percentage Split per Village of Assistant Clerk Hours Only</b>
Windlesham	52.9%	55.78%
Lightwater	33.93%	31.5%
Bagshot	13.16%	12.7%

### **New Time Allocation (from 7th July 2025):**

- Windlesham – 1 day per week

- Bagshot – 1.5 days per week
- Lightwater – 1.5 days per week

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### Monitoring Data: 7th July – 20th September 2025

Detailed time-tracking (via Clockify) shows officer hours aligning with percentages determined by the tax base. The breakdown indicates hours attributable to the Clerk, Assistant Clerk, RFO, and Operations, but excludes Cemeteries and Communications Officer hours:

Breakdown of Village Projects Only			
	Time (h)	Time (decimal)	
Windlesham	74:56:18	74:94	33%
Lightwater	83:13:54	83:23	37%
Bagshot	66:30:37	66:51	30%

Breakdown Including Top Level and Statutory			
	Time (h)	Time (decimal)	
Top Level	572:22:25	572.93	72%
Windlesham	74:56:18	74:94	9.5%
Lightwater	83:13:54	83:23	10.5%
Bagshot	66:30:37	66:51	8%

A detailed table of time and tasks is appended to this report.

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### Observations

- **Alignment:** Following the adjustment of working practices, time allocation is more closely aligned with the tax base percentage split.
- **Historical Info:** In 2022, the Council commissioned a consultant to host a visioning day to review operational effectiveness. Members were advised that it was not unusual for approximately 70–75% of officer time to be consistently absorbed by core council business.
  - The SLCC Future of Local Councils Report (2022) confirms:
 

*“Statutory responsibilities and the core running of councils dominate clerk workloads, often leaving little time for project-based or community initiatives.”*

This is particularly relevant for Windlesham Parish Council, which has a governance model comprising three semi-autonomous village committees. While this structure was designed to reflect the distinct identity of each village, it inherently involves some duplication of governance, administrative, and compliance functions. As such, a higher proportion of officer time is being absorbed by statutory and core responsibilities, currently estimated at **72%**, and is both expected and consistent with the operational design.

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## **Conclusion**

The introduction of a formalised schedule has begun to yield improved balance across the villages. While Windlesham previously received a disproportionately high share of officer time, current figures suggest improved parity.