



Windlesham Parish Council

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17th July 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 **23rd July 2024 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 by midday on 23rd July 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. **To elect a Chairman and Vice Chairman of the Committee for the ensuing year**
2. **Apologies for absence**
3. **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)
4. **Public question time**
5. **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
6. **To note the Committee's Terms of Reference**
7. **To agree membership of the Staffing Sub-Committee and Terms of Reference**
8. **Employment Rights Bill Update and Deferral of HR Policy Review**
9. **Operational Arrangements Update:** Enhancing Equitability Across Village Workstreams

10. Interim Update on Organisational Review

11. 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

12. Staffing Matters

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 members of the committee.
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, 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.

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.

Item 7 – To agree Membership of a Staffing Sub-Committee

As per the Personnel Committee terms of reference Members have the power to appoint a panel/sub-committee of Councillors to be responsible for the recruitment (to include interviewing), as per the recruitment policy. This should consist of the Chairman, 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.

Members are asked to decide whether they want to establish a staffing sub-committee now or wait to appoint one when it becomes necessary.

If a Staffing Sub-committee is appointed Members are asked to review and either approve or amend the attached terms of reference.

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Staffing Sub-Committee – Terms of Reference

The role of the Staffing Sub-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 5 members, to be made up of the Chair & Vice-Chair of Council, Chair and Vice-Chair of the Personnel Committee and at least one other nominated Councillor, ensuring that membership includes at least one representative from each village. All other Councillors may act as nominated substitutes.

1. Membership of the committee will be determined at the first meeting of the Personnel Committee, following the Annual Meeting of the Council in May and casual vacancies shall be filled from the membership of the Personnel Committee.

FUNCTIONS:

The committee shall:

Have delegated authority to undertake the full recruitment and employment process, as per the recruitment policy, including interviewing for all positions as determined by the Personnel Committee and to delegate responsibility to the Parish Clerk as they consider appropriate.

Delegated Spending Authority

In order to undertake its functions, the Staffing Committee is authorised to spend up to £2,000 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 Personnel Committee.

The Chairman shall:

Agree the minutes of the Staffing Sub-Committee at the Personnel Committee meetings subject to approval.

Item 8 – Employment Rights Bill Update and Deferral of HR Policy Review

Background

Members may be aware that the Employment Rights Bill, introduced in October 2024, is set to bring significant reform to UK employment law. As of July 2025, the Bill has passed its third reading in the House of Commons and is under consideration in the House of Lords. Royal Assent is anticipated by September 2025, after which the phased implementation will commence.

Deferral for noting

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.

However, Members are 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.

Employment Rights Bill 2024–25 – Summary

The expected reforms to UK employment law, includes but is not limited to:

- **Day-One Rights:** Unfair dismissal, parental and bereavement leave, and statutory sick pay entitlements from the first day of employment.
- **Zero-Hours Contracts:** Right to request regularised hours based on a 12-week reference period.
- **"Fire and Rehire" Restrictions:** Prohibition of the practice except in insolvency cases.
- **Flexible Working:** New obligations for employers to seriously consider requests.
- **Creation of the Fair Work Agency:** Oversight body for employment rights enforcement.
- **Strengthened Data and Digital Compliance Requirements:** Specific provisions around workplace email accounts and accessibility of HR documentation.

Item 9 – Notification of a change in operational arrangements: Enhancing Equitability Across Village Workstreams

Action

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.

Background

Since January 2025, Officers have monitored staff time allocation to village-specific workstreams. This data has revealed a notable imbalance in service delivery compared to the previously agreed village split by the Full Council.

In particular, it has become clear that the current operational model has unintentionally favoured project progression in one or two village areas at the expense of timely support to others, owing to the reactive nature of enquiries, project readiness, and historical workloads.

Breakdown of Officer Hours 1st January 2025- 3rd July 2025

	Assistant Clerks – % Breakdown of Hours	Clerk/Assistant Clerk and RFO % Breakdown of Hours
Bagshot	12.7%	13.16%
Lightwater	31.5%	33.93%
Windlesham	55.78%	52.9%

Revised Allocation of Officer Time

To address this imbalance and ensure fairer and more consistent progression of council-led and committee-driven projects, the Assistant Clerk, who covers the majority of village-specific committee work, will now adopt the following working allocation per week:

- **Windlesham** – 1 day
- **Bagshot** – 1.5 days
- **Lightwater** – 1.5 days

This schedule will provide a clearer framework for task prioritisation and consistency of distribution of officer hours.

Implementation

This arrangement took effect from 7th July 2025 and will be monitored to assess the impact, staff capacity, and whether the structure remains proportionate to project needs.

The Clerk will retain overarching oversight to ensure that urgent operational issues and cross-village responsibilities are not adversely impacted.

Item 10 - Interim Update on Organisational Review

Personnel Committee 23rd July 2025

Background

At the last Personnel Committee meeting, it was resolved to delegate authority to the Clerk, in conjunction with Cllrs R Jennings-Evans, Malcaus Cooper, and Turner, to prepare a scoping report outlining options, resource implications, and timelines for any proposed reorganisation. I am writing to provide an interim update on progress.

This review is being undertaken in the context of the ongoing Local Government Reorganisation (LGR) and the potential impact on the Parish Council's responsibilities, particularly if asset transfers from the principal authority proceed. It is essential that the Council is prepared to respond effectively to any additional responsibilities that may arise, which will likely necessitate a review of staffing levels and recruitment requirements to ensure adequate resources and capability.

Update

Councillors who remain on the committee have carried out initial fact-finding, including an informal meeting with staff. The purpose of these discussions was to provide an insight into operational capacities and future needs.

Once more information on the future landscape is available, a report detailing the findings to date, emerging themes, and the proposed approach will be presented to the Personnel Committee. This will also outline potential recruitment needs in line with any anticipated expansion of duties.