



Windlesham Parish Council

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MINUTES OF AN EXTRAORDINARY GENERAL MEETING OF WINDLESHAM PARISH COUNCIL'S PERSONNEL COMMITTEE

Held on Wednesday 3rd February 2021 at 7.00pm held by remote conferencing on Zoom

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Manley	P	Barnett	PA		
White	P	Galliford	P		
Willgoss	P	Jennings-Evans	PA		
		Malcaus-Cooper	P		

In the Chair: Cllr Galliford

In attendance: Sarah Walker – Clerk to the Council
Cllr Goodman, as substitute for Cllr Jennings-Evans

P – present by remote attendance A – apologies PA – part of meeting
- no information

PER/20/40 Apologies for absence

Acceptable apologies were received from Cllr Jennings-Evans. Cllr Goodman was in attendance as substitute for Cllr Jennings-Evans.

PER/20/41 Declarations of interest

No declarations of interest were made.

PER/20/42 Public question time

No public questions were received.

PER/20/43 Exclusion of the press and public

There were no matters to be dealt with after the exclusion of the press and public.

19.12 Cllr Jennings-Evans joined the meeting

PER/20/44 To agree the level of HR support required based on quotes provided for on-going support and standalone projects

19.14 Cllr Barnett joined the meeting

At the meeting held on 13th January, the Committee received two presentations from HR professionals and agreed to engage the services offered by Martine Robins from HR Dept at a level to be agreed.

It was agreed to request a project cost to implement the SMART appraisal system, to be compared to the quoted monthly retainer price provided of £180 per month.

Members were informed that the Clerk had held a Zoom meeting with Martine and at that meeting it was established the minimum retainer period is 12 months (with a 2-month notice period) at £180 + VAT per month (total annual cost £2,160 + VAT). She confirmed the retained contract would include the work to review and implement a new appraisal process, alongside all other day-to-day HR requirements. A standalone project price of £400+ VAT had also been given to deliver a new appraisal system.

Members discussed the two options presented, with Cllr Galliford stating that the annual subscription price amounted to the equivalent of 5 x £400 projects and that if Council had more needs than this during the year, the subscription costs would be justified.

Cllr Malcaus Cooper queried how the TOIL policy, with an expiry date of 31st March 2021, would be dealt with if the single project was agreed to, as the Committee had previously agreed a TOIL policy would be looked in conjunction with HR support. Cllr Malcaus Cooper also stated she felt that Council were not adequately managing the Clerk and required support to fulfil their obligations as an employer.

Cllr Goodman was of the opinion that the appraisal structure was a standalone piece of work and there was not sufficient other work to justify the annual fee. He stated he felt an annual subscription service was not necessary as the Council already subscribed to SSALC who could provide advice where appropriate or signpost to providers who could give necessary support. Cllr Galliford reiterated that the HR contact provided by SSALC had provided a project price but had been unable to meet the timelines of the Committee for the appraisal project.

Cllr Galliford further stated she felt that the other work likely to require input from HR support included the TOIL policy review, looking at Council working practices from data gathered by the staff completing daily timesheets and HR issues that may arise as a result of the move to the new village committee system.

After further reiteration of points made and following a proposal from Cllr Manley to accept the quote for annual subscription, seconded by Cllr Malcaus Cooper, a vote was taken with 5 in favour and 2 against and **it was resolved to accept engagement of HR services on a retained basis, at a cost of £2,160 + VAT for the first year.**

There being no further business, the meeting closed at 19:35.