



Windlesham Parish Council

Joanna Whitfield
 Clerk to the Council
 Tel: 01276 471675
 Email: clerk@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 Tuesday 10th January 2023 at 6:45pm at the Lightwater Library, 83A Guildford Road, Lightwater

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Gordon	-	Galliford	P	Hansen-Hjul	PA
Manley	A	Jennings-Evans	A		
White	A	Malcaus-Cooper	PA		
Willgoss	P	Turner	P		

In attendance: Joanna Whitfield –Clerk to the Council

Cllr Galliford took the Chair

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

		Action
PER/22/27	<p>Apologies for absence</p> <p>Apologies from Cllrs Manley, White, Malcaus Cooper and Jennings-Evans were reported and accepted.</p> <p>No apologies were received from Cllr Gordon</p>	
PER/22/28	<p>Declarations of interest</p> <p>None</p>	
PER/22/29	<p>Public question time</p> <p>There were no questions raised.</p>	
PER/22/30	<p>Exclusion of the press and public.</p> <p>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:</p> <p>PER/22/32 Recruitment – To agree interview questions for the Cemeteries Coordinator, Operations Coordinator and Responsible Financial Officer Roles</p> <p>PER/22/33 Staff Appraisals - Update</p>	

<p>PER/22/31</p>	<p>Recruitment – to discuss the recruitment procedure for the position of Responsible Financial Officer</p> <p>Members were reminded that at the March Personnel meeting it was agreed to appoint a permanent Responsible Financial Officer.</p> <p>The proposed hours and pay are as follows:</p> <ul style="list-style-type: none"> • 12 hours per week • Salary: SCP 30-32, FTE Salary FTE £36,298 - £38,296 <p>In order to progress with the appointment of an RFO, Members were presented with a draft job description and person specification prepared by the Council’s external finance support officer for approval.</p> <p>Action Required</p> <ol style="list-style-type: none"> 1. Members were asked to review and agree the Job Description/Person Specification presented. <p style="text-align: center;">It was resolved to approve the Job Description/Person Specification as presented.</p> <ol style="list-style-type: none"> 2. The Committee was asked to decide which Members would form the selection and interview panel. <p style="text-align: center;"><i>18:53 Cllr Hansen-Hjul joined the meeting</i></p> <p style="text-align: center;">It was resolved that the selection and interview panel will be comprised of the Chair of Personnel, Vice Chair of Personnel, Cllr Turner, and the Clerk. It was also agreed that should any one of the above not be able to attend, the Chair of Council will act as a substitute.</p> <p style="text-align: center;"><i>18:56 Cllr Malcaus Cooper joined the meeting</i></p> <ol style="list-style-type: none"> 3. Members were asked to consider how they wished to advertise this role. <p style="text-align: center;">It was resolved to advertise the role as widely as possible using the Council website, social media, jobsgopublic and any other available means.</p>	
	<p>CONFIDENTIAL</p>	
<p>PER/22/32</p>	<p>Recruitment – To agree interview questions for the Cemeteries Coordinator, Operations Coordinator and Responsible Financial Officer Roles</p> <p>Members were presented with the selection criteria and proposed interview questions for the following roles:</p> <ul style="list-style-type: none"> • Cemeteries and Allotment Coordinator • Operations Coordinator • Responsible Financial Officer <p>Members were asked to review the documentation presented and either resolve to</p>	

	<p>a) Approve both the selection criteria and the interview questions for each role as presented</p> <p>or</p> <p>b) Amend and approve either the selection criteria and/or the interview questions</p> <p>Members discussed the papers presented alongside their expectations of potential candidates and Cllr Turner proposed, Cllr Malcaus Cooper seconded, and it was agreed unanimously to follow the resolution outlined in the confidential report.</p> <p>It was also resolved to approve all documents as presented with a few minor spelling amendments.</p> <p><i>19:20 Cllr Barnett entered the room</i></p>	<p>The Clerk</p> <p>The Clerk</p>
<p>PER/22/33</p>	<p>Staff Appraisals– Update</p> <p><i>19:25 Cllr Hartshorn entered the room</i></p> <p>The Clerk informed Members that staff appraisals would be carried out during February and March 2023.</p>	

There being no further business, the meeting closed at 19:30.