



Windlesham Parish Council

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S PERSONNEL COMMITTEE
Held on Wednesday 13th January 2021 at 7.00pm held by remote conferencing on Zoom**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Manley	PZ	Barnett	PZ		
White	PZA	Galliford	PZ		
Willgoss	PZ	Jennings-Evans	PZ		
		Malcaus-Cooper	PZ		

In the Chair: Cllr Galliford

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

PZ – present by remote attendance A – apologies PZA – part of meeting
- no information

PER/20/31 Apologies for absence

Acceptable apologies were received from Cllr White. Cllr Goodman was in attendance as substitute for Cllr White.

PER/20/32 Declarations of interest

No declarations of interest were made.

PER/20/33 Public question time

No public questions were received.

PER/20/34 Exclusion of the press and public

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:

- PER/20/38 Presentations from companies re: HR support
- PER/20/39 Assistant Clerks appraisal

PER/20/35 SMART appraisal system

At the last Committee meeting, it was agreed that the Clerk would list her statutory work/functions as a starting point to moving to a SMART appraisal system. To fulfil this, the Clerk provided Members with 3 separate documents, listing the statutory and regular functions, the statutory functions of the RFO (finance) and the current project list – work that sits outside the regular functions of Council.

Members discussed the documents provided, commented that they were very useful to Councillors to understand the volume and timing of work undertaken and clearly set out all the regular functions of Council.

It was therefore resolved to use the documents provided as the basis for setting SMART targets for the Clerk and staff.

PER/20/36 Office timesheets – committee to decide on reporting schedules

At the previous meeting, the Clerk had provided Members with an introduction and overview of Clockify - the timesheet system that has been implemented. Also provided were a variety of reports that can be taken from the program.

Members had been asked to consider the reports to decide what information they wished to have provided to the Committee on a regular basis.

Members discussed the usefulness of the system, whether it was cumbersome to use and how useful the data provided was. The Clerk confirmed that whilst it had taken a while to get used to logging all activity, it was becoming a part of everyday working and did provide some interesting insight into the time required for some activities.

Members agreed that reporting should become a standing agenda item and that the timesheet system should continue to be used but that there was not enough data yet to decide on reporting parameters.

PER/20/37 Exclusion of the press and public

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:

PER/20/38 - Presentations from companies re: HR support

PER/20/39 - Assistant Clerks appraisal

19.40 Livestream to Facebook was stopped