

Minutes of a Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council held on
Tuesday 10th June 2025 from 7.30 pm –8.17 pm



Those present:

Cllr G Barber	Cllr T Blakemore	Cllr E Blyth	Cllr Dudley (Chair)
Cllr Ms M Gaw	Cllr G Paxton	Cllr R Warren	

Officer: Ruth Lyes, Clerk

Absent: Cllr N Atkinson

SS 25/ 01 APPOINTMENT OF CHAIR

As per Staffing & Strategy Terms of Reference (approved by Council Annual Meeting May 2025 CM 25/ 17), the Chair of the Council to be the appointed Chair of the Staffing and Strategy Committee. **Noted**

SS 25/ 02 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting

SS 25/03 PUBLIC PARTICIPATION

None.

SS 25/04 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Atkinson

SS 25/05 DECLARATION OF INTEREST

None.

SS 25/06 MINUTES OF THE PREVIOUS MEETING

The minutes from the previous Staffing & Strategy Committee meeting (14th January 2025) were received and accepted at the Council Meeting on 21st January 2025. The committee is now asked to formally approve the minutes for signing

It was proposed by Cllr Paxton , seconded by Cllr Barber and with 1 abstention it was

RESOLVED that the minutes of the meeting held on 14th January 2025 be confirmed and be signed and adopted.

SS 25/07 POLICIES REVIEW

1. The following policies are required to be reviewed on an annual basis as per Council Standing Orders section 5:
 - i. Complaints Policy
 - ii. Model Publication Scheme (Freedom of Information)
 - iii. Press and Media Communications Policy

The policies are available on the Council website and details were circulated with the agenda to members of the committee. There have been no changes to legislation which are referred to in the policies and no changes to the policies were recommended by the Clerk.

It was proposed by Cllr Dudley, seconded by Cllr Blyth and was unanimously

RESOLVED that recommendation to Council is that the policies listed as 1.i, ii, iii be approved as annual review with **no changes made**.

2. **Disciplinary Policy** - In line with Standing Orders (Section 5k), the Committee reviewed the draft revised Disciplinary Policy (agenda Appendix 2). The updated policy reflects recent changes in employment legislation and data protection requirements.

The Committee considered the examples of unsatisfactory work performance listed at item 6 and considered that Inadequate IT skills and Unsatisfactory Communication skills should be recommended for removal as would more likely be addressed via Capability and performance management processes.

It was proposed by Cllr Blakemore, seconded by Cllr Barber and was unanimously

RESOLVED to recommend that Council adopts the revised Disciplinary Policy as presented as agenda Appendix 2 with the additional removal of Inadequate IT skills and Unsatisfactory Communication skills for the list of examples at section 6 .

3. **Equality & Diversity Policy** - In accordance with Standing Orders (Section 5k), the Committee reviewed the draft revised policy (agenda Appendix 3). The revised policy includes updates to reflect recent developments in employment legislation, notably the Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024.

It was proposed by Cllr Dudley, seconded by Cllr Warren and was unanimously

RESOLVED to recommend that Council adopts the revised Equality & Diversity Policy as presented as agenda Appendix 3

4. **Employers Discretions Policy** - The Committee considered a proposed amendment to the Council's Employers Discretions Policy (agenda Appendix 5), as outlined in the Clerk's report (Appendix 4). The amendment would enable the Council to allow Shared Contribution Additional Voluntary Contributions (AVCs), which are not currently permitted under the existing policy.

It was proposed by Cllr Dudley, seconded by Cllr Barber and was unanimously

RESOLVED to recommend that Council approves the amendment to the Employers Discretions Policy to allow Shared Contribution AVCs

5. **Co-Option Policy** - The Committee noted recent changes to legislation governing eligibility to stand as a councillor, following an update to the Local Government Act 1972, Section 79, effective from 7 May 2024. An amended draft of the Co-option Policy, reflecting the updated qualification criteria, was considered (agenda Appendix 6).

The Committee also requested that future co-option vacancy adverts will include wording to encourage applications from all sectors of the community and from under-represented groups.

It was proposed by Cllr Warren, seconded by Cllr Paxton and was unanimously

RESOLVED to recommend that Council approves the revised Co-option Policy as presented, incorporating the updated candidate qualification criteria.

SS 25/08 NEW POLICIES

1. **IT Policy** – The Committee noted the introduction of AGAR Assertion 10 for 2025/26, requiring all smaller authorities to adopt an IT policy to ensure secure and lawful use of IT by staff, members, and clerks, including on personal devices. A draft policy based on the Practitioners Guide template (agenda Appendix 7) was considered.
A minor typo correction was noted as required at item 13.

It was proposed by Cllr Dudley, seconded by Cllr Barber and was unanimously

RESOLVED to recommend the draft IT Policy Council for adoption

2. **GDPR Policy** – The Committee considered the draft GDPR Policy presented as agenda Appendix 8. The committee requested that a hyperlink be included on the Council privacy Notice to provide an easy cross reference to the new GDPR policy

It was proposed by Cllr Dudley, seconded by Cllr Gaw and was unanimously

RESOLVED to recommend the draft GDPR Policy Council for adoption

SS 25/09 FORWARD PLAN COMMUNITY CONSULTATION – DRAFT REPORT FINDINGS AND NEXT STEPS

The Committee received a summary of key findings together with recommendations, prepared by the Clerk (agenda Appendix 9).

It was proposed by Cllr Dudley, seconded by Cllr Blakemore and was unanimously

RESOLVED to recommend to Council:

- i. That the 3,5,10 Year Plan Working Party be asked to review the draft community consultation report in detail in collaboration with the consultant.
- ii. That the Working Party report back to Council with recommendations for the next phase of the Forward Plan's development.

SS 25/10 COMMUNITY EMERGENCY PLANNING – BFC REQUEST

The Committee considered the Clerk's report (agenda Appendix 10) outlining Bracknell Forest Council's request for local councils to develop a Community Emergency Plan.

It was proposed by Cllr Dudley, seconded by Cllr Barber and was unanimously

RESOLVED to recommend to Council that the Clerk request a copy of the draft BFC Emergency Plan so that it can be established what is already in place relevant to the Parish. Next steps can then be decided

SS 25/11 TRAINING & CONTINUAL PROFESSIONAL DEVELOPMENT

The Committee noted the completion of a range of training activities by staff since the last meeting, including:

COSHH, Abrasive Wheel, Brush Cutter, PA1, Project Management, Planning Applications, and Social Media Engagement. Joint training with Bracknell Town Council was noted as a cost-effective approach. **Noted**

Chair