



**Minutes of the Staffing Committee meeting held Wednesday 12 November 2018
at 10am, Ground Floor, Unit 2 Beaufort, Parklands, Railton Road, Guildford, GU2 9JX**

622-2018 - Present

Councillors: Chairman of the Staffing Committee, Cllr J Messinger Cllr G Adam, Cllr S Fisk, and Cllr N Mitchell.

Staff: Mrs G White - Clerk to the Council.

623-2018- Apologies

Cllr S Morgan MBE.

624-2018 - Declaration of Disclosable Pecuniary Interests

No declarations were made.

625-2018 - Declaration of Non-pecuniary interests

No declarations were made.

626-2018 - Minutes of the previous meetings

It was proposed Cllr S Fisk, seconded Cllr N Mitchell and unanimously **RESOLVED** that the minutes of the Staffing Committee meeting held 12 September 2018 be approved and signed by the Chairman as a true record.

627-2018 - To recommend the purchase of additional IT equipment (including network equipment)

The Committee recommended purchasing up to £1,000 of IT equipment, including network equipment to improve efficiency and ensure business continuity in the event one of the computers fails.

628-2018 - To review the working arrangements of the Council

The Clerk advised that the current workload is excessive requiring significant additional hours to be worked. The Clerk had issued a formal letter to the Staffing Committee, in advance of the meeting, setting out her concerns about the impact this is having on staff in terms of their physical and mental well-being and the ability of the staff to deliver projects/parish business in a timely manner.

At the Clerk's Networking Day held 6 November 2018 the subject of excessive workloads had been raised. It is recognised by the National Association of Local Councils that across the sector the Clerk's workload is something which has expanded significantly over the past ten years. The Surrey Association of Local Councils advised Council's to review their staff workloads and to ensure that the Council has sufficient staff to deliver the plethora of services now delivered by local councils. David Carden, a consultant with a vast wealth of experience in the local government sector, is able to carry out a staff/workload review and advise the Council on how to move forward.

The Staffing Committee made the following recommendation.

That the Council approve the cost of David Carden undertaking a staff/workload review at the earliest opportunity. Item added to the agenda of the next full council meeting. In the meantime, a work party comprising Cllr G Adam, Cllr N Mitchell and the Clerk would assess the committee structure of the Council to ascertain whether any efficiency savings can be found by amalgamating the work of the Committees and possibly reducing the number of full council meetings held per year. The committee structure to be based on the committee structure of a Town Council.

Pursuant to the Admission to Meetings Act 1960 Section 1(2) In view of the confidential nature of the following business members of the public and press are were excluded from the remainder of the meeting.

629-2018 To consider the appointment of a part-time book-keeper on a 12-month contract – SCP 28

The financial work of the Council has expanded in line with the increased workload. The Clerk had enquired whether it might be possible to employ a part-time book-keeper to assist with the day-to-day book-keeping. A former colleague of the Clerk had considered the role but chose not to pursue the matter due to the level of salary being offered.

It was agreed that this suggestion be parked until after the staff/workload review has been carried out.

Meeting closed 11.05am.