



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

655-2018 - Present

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

Staff: Mrs G White - Clerk to the Council.

656-2018- Apologies

None.

657-2018 - Declaration of Disclosable Pecuniary Interests

No declarations were made.

658-2018 - Declaration of Non-pecuniary interests

No declarations were made.

659-2018 - Minutes of the previous meetings

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

It was resolved that 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 be excluded from the remainder of the meeting.

660-2018 - Grounds and Maintenance Operative – 3-month probationary report

It was proposed Cllr G Adam, seconded Cllr N Mitchell and unanimously **RESOLVED** that Mr Trevena's 3-month probationary report be accepted and approved.

661-2018 – Permanent appointment of the Grounds and Maintenance Operative

It was proposed Cllr G Adam, seconded Cllr S Fisk and unanimously **RESOLVED** that the Staffing Committee recommend the permanent appointment of Mr P Trevena on a part-time basis following completion of his probationary period.

662-2018 - Staff/workload review

The Clerk advised that David Carden had carried out his review on Wednesday 5 December. Mr Carden's report to be issued prior to the Christmas break. It was agreed that the working party, comprising Cllr Adam, Cllr Mitchell and the Clerk, would review the report and make recommendations to the full council.

A Staffing Committee meeting could be called, if considered necessary.

663-2018 - WW1 pamphlet

The Clerk advised that the Assistant Clerk had spent 4 months working on the WW1 projects, which had resulted in a back-log of the day-to-day work.

The Staffing Committee proposed a vote of thanks to the Assistant Clerk for all her hard work over the past four months.

It was agreed that when planning future projects, the Council must ensure that:

- Deadlines are adhered to (research work must be presented on time)
- There is sufficient staff capacity to deal with the project/s
- There is sufficient funding to cover the cost of the project – insufficient contingency having been factored into the WW1 projects in a bid to keep the precept as low as possible.

The future of this project is to be considered by the General Purposes and Finance Committee on 13 December 2018.

Meeting closed 10.55am

Signed:

.....
Chairman of the Staffing Committee

Date: 21 February 2019