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Wednesday 24 July 2019

To: All members of the Staffing Committee

You are hereby summoned to attend the **Staffing Committee meeting** of Worplesdon Parish Council to be held at Unit 2 Beaufort, Parklands, Railton Road, Guildford, Surrey, GU2 9UG on **Wednesday 31 July 2019 at 10am** in order to transact the following business.

Signed:

*Gaynor White*

Mrs G F White PSLCC  
Clerk to the Council

*Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.*

*Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the Clerk to the Council prior to the start of the meeting so that those attending the meeting can be made aware of any filming/recording taking place.*

*Use of mobile devices, including for the purpose of recording or filming a meeting, are subject to no interruptions, distractions or interference being caused to the PA or Induction Loop system, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.*

### **Agenda**

1. To appoint a Chairman of the Staffing Committee for the municipal year 2019/2020.
2. To receive apologies.
3. Declaration of disclosable pecuniary interests.
4. Declaration of non-pecuniary interests.

### **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 to be excluded from the meeting.***

5. To receive and consider a confidential report regarding the current staffing levels and David Carden's recommendations made December 2018.
6. To receive and approve the staff appraisals.
7. To review the staff job descriptions and to approve any proposed changes.

8. To review the pay and conditions of service of all staff – taking note of the union’s recommendations for the financial year 2020/2021.
9. To consider allowing the Clerk two week’s paid study leave – Final term - HE Community Governance Course.