



Minutes of the Staffing Committee meeting held Wednesday 31 July 2019

at 10am, Ground Floor, Unit 2 Beaufort, Parklands, Railton Road, Guildford, GU2 9JX

253-2019 - To appoint a Chairman of the Staffing Committee for the municipal year 2019/2020

Cllr S Morgan MBE nominated Cllr Messinger. There was no seconder for this proposal.

Cllr Snipp nominated himself, seconded Cllr J Messinger.

Cllr Mitchell nominated Cllr Fisk, seconded Cllr Snipp.

Following a vote Cllr S Fisk was appointed as Chairman of the Staffing Committee for the municipal year 2019/2020.

2019 - Present:

Councillors: Cllr S Fisk, Cllr J Messinger, Cllr S Morgan MBE, Cllr N Mitchell and Cllr D Snipp.

Staff: Mrs G White - Clerk to the Council.

254-2019 - To appoint a Chairman of the Staffing Committee for the meeting held 31 July 2019

It was resolved that Cllr Snipp chair the meeting as Cllr Fisk had to leave the meeting at 10.20am.

255-2019 - Apologies

None.

256-2019 - Declaration of Disclosable Pecuniary Interests

No declarations were made.

257-2019 - Declaration of Non-pecuniary interests

No declarations were made.

258-2019 - 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 20 December 2018 be approved and signed by the Chairman as a true record.

Cllr Fisk left the meeting at 10.20am and Cllr Snipp took the Chair.

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.

259-2019 - To receive and consider a confidential report regarding the current staffing levels and David Carden's recommendations made December 2018

The Clerk had issued a confidential report to the Committee regarding the current staffing levels. The Committee acknowledged that the volume of work has increased substantially over recent years and that the Council had been understaffed for too long:

- (a) **Part-time temporary Admin Assistant** – It was proposed Cllr D Snipp, seconded Cllr N Mitchell and unanimously **RESOLVED** that rather than appointing a temporary Admin Assistant (one-year fixed term contract) to help deal with the back-log, councillors need to carry out more tasks to assist the office staff e.g. putting agendas/notices on the noticeboards, preparing for (and assisting at) events, organising work parties, assisting with the archiving tasks etc.

Action: The clerk to prepare a schedule of tasks with which councillors are required to assist.

- (b) **Permanent part-time Grounds person** – It was proposed Cllr J Messinger, seconded Cllr N Mitchell and unanimously **RESOLVED** that a permanent part-time Grounds person be appointed at the earliest opportunity.

Appendix 1 – Confidential report to the Staffing Committee – dated 24.7.2019

260-2019 - Staff appraisals

The staff appraisals had been issued electronically to the Staffing Committee ahead of the meeting.

The Staffing Committee acknowledged receipt of the annual appraisals, which had highlighted the following issues:

- Level of targets – The Council is trying to do too much with the available resources which is creating significant stress to the staff
- Time off in lieu (TOIL) – To meet the deadlines, the admin staff are working more than their contracted hours and have built up a considerable number of additional hours for which there are not paid, nor can they easily take TOIL
- Training requirements – The Assistant Clerk has not been able to undertake her CILCA qualification whilst the Clerk is undertaking her HE Diploma
- Holiday entitlements – The staff are not able to take their holiday entitlement due to the current workload

There were no issues with the staff in terms of punctuality, absenteeism, motivation or quality of work.

Recommendations:

- That the staff appraisal forms be further amended prior to the 2020 appraisals taking place to more accurately reflect the work of the staff
- That communication between the employees and Council needs to be improved
- That additional Staffing Committee meetings be held on a more regular basis to highlight any issues in order that they can be resolved at an earlier stage

Action: The Clerk to update the confidential report regarding staffing levels, taking into account the recommendations of the Staffing Committee, for circulation to the members ahead of the Full Council meeting scheduled for 8 August 2019.

261-2019 - Staff job descriptions – Review

The revised job descriptions had been tabled for the members' consideration. It was proposed Cllr N Mitchell, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the tabled changes be approved.

262-2019 - To review the pay and conditions of service of all staff – taking note of the union's recommendations for the financial year 2020/2021

The Committee recommended no changes to the current pay and conditions of service for all members of staff.

263-2019 - To consider allowing the Clerk two week's paid study leave – Final term - HE Community Governance Course

It was recommended that the Clerk be awarded two weeks paid study leave, to be taken during September, if required.

Meeting closed 12.35pm

Signed:

Chairman

Date: