



**Minutes of the Staffing Committee meeting held 12 September 2019
in the Parish Office, Unit 2 Beaufort, Parklands, Railton Road, Guildford, GU2 9JX at 10.28am**

311-2019 – Present

Councillors:

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

Officers of the Council:

Mrs V Fear - Assistant Clerk.

312-2019 - Apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence were received from Cllr S Fisk

Apologies and reason for absence accepted.

In Cllr Fisk's absence, it was proposed Cllr D Snipp, seconded Cllr J Messinger and **RESOLVED** that Cllr D Snipp act as Chairman for the duration of the meeting.

313-2019 - Declaration of Disclosable Pecuniary Interests by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

314-2019 - Declaration of non-pecuniary interests in accordance with the Council's Code of Conduct

No declarations were made.

315-2019 - Appointment of a part-time Assistant Groundsperson

It was agreed that the position be continued to be advertised until the vacancy is filled. The staffing committee requested minor alterations to the draft contract for the role, to reflect the provision of a parish office and also the provision of continual groundstaff cover throughout the year.

Interviews to be scheduled for Wednesday 18 September 2019 at hourly intervals from 10am.

316-2019 – To appoint the Interview Panel

Cllrs Snipp, Mitchell and Morgan MBE agreed to form the interview panel, in conjunction with Mr Trevena, Head Groundsman.

317-2019 – To agree any proposed tests

It was agreed that Mr Trevena should propose a practical, real-life scenario to ascertain the response of each candidate. This scenario was to be approached after the set interview questions had been asked.

318-2019 – To consider/recommend approval of a Dignity at Work policy

The Dignity at Work policy will replace the existing Bullying and Harassment Policy to reflect that bullying/harassing people is a criminal offence. In light of this subtle but important change the committee recommended that the policy be included on the next full council agenda and be proposed for immediate adoption.

Pursuant to the Admission to Meetings Act 1960 Section 1(2), in view of the confidential nature of the following business, it was resolved that members of the public and press be excluded from the remainder of the meeting.

319-2019 – To consider the received application forms

The applications were duly discussed by the committee.

320-2019 – To agree who should be invited for interviews

It was proposed Cllr D Snipp, seconded Cllr N Mitchell and unanimously **RESOLVED** that in addition to the applications received before the advertised closing date, any subsequent applications received between the date of the staffing committee meeting and the date scheduled for interviews, should also be invited to attend for interview on 18 September 2019.

Meeting closed 11.44am.

Signed

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Chairman of the Staffing Committee
31 October 2019

