



**Minutes of the Staffing Committee meeting held 3 December 2019
in the Parish Office, Unit 2 Beaufort, Parklands, Railton Road, Guildford, GU2 9JX at 7.30pm**

415-2019 – Present

Councillors:

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

Officers of the Council:

Mrs G White – Clerk to the Council

416-2019 - Apologies

None received.

417-2019 - Declaration of Disclosable Pecuniary Interests

No declarations were made.

418-2019 - Declaration of Non-pecuniary interests

No declarations were made.

419-2019 – Approval of the minutes

It was proposed Cllr N Mitchell, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the minutes of the meetings held 31 July 2019 and 12 September 2019 be 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 were excluded from the meeting.

420-2019 - Pay Award for 2020/2021

Following discussion, it was **RESOLVED** that the Staffing Committee recommend a RPI pay increase in line with the spinal column points announced by NALC/SLCC in 2020. The pay rise to be applied from the date of the announcement and, if necessary, back-dated to 1 April 2020 – subject to a maximum increase of 10%.

A vote took place – Result of the vote – 4 in favour, Cllr N Mitchell abstained.

Annual increment entitlements

In line with the benchmark pay scales, an incremental Spinal Column Point (SCP) is to be paid to the Head Groundsman. Additionally, the Clerk to the Council is entitled to an incremental SCP in recognition of passing her HE (Higher Education) Certificate in Community Governance. The Assistant Clerk is not currently eligible for an incremental SCP, as she has now reached the top of her pay scale. A further incremental SCP will be payable on completion of her CILCA (Certification in Local Community Administration). The Assistant Groundsman is not entitled to an incremental SCP as he has not yet completed a year's employment with the Council.

With effect from April 2020 the SCPs payable are:

- Clerk to the Council – SCP 33
- Assistant Clerk – SCP 23
- Head Groundsman – SCP 21
- Assistant Groundsman – SCP 7

421-2019 - Probationary report – Assistant Groundsman

The Head Groundsman had carried out two probationary reports. The first on 7 November 2019, the second on 2 December 2019. Copies of the reports had been circulated to the Staffing Committee via email in advance of the meeting.

Based on performance, the Head Groundsman had recommended the Assistant Groundsman be employed on a permanent part-time basis.

Following discussion, it was proposed Cllr D Snipp, seconded Cllr N Mitchell and unanimously **RESOLVED** that the Staffing Committee support the Head Groundsman's recommendation to employ the Assistant Groundsman on a permanent part-time basis.

422-2019 - Tools allowance for the Head Groundsman

Since his employment commenced on 31 October 2019, the Head Groundsman has continued to use his own tools when carrying out the work of the Council. Following discussion, it was agreed that an allowance of £10pm be paid for 12 months (backdated to 31 October 2018). Moving forward, the Council requires to see a list of tools – both of the tools the Council already owns, and of the tools required to be purchased to ensure the Head Groundsman no longer requires to use his own tools.

423-2019 – Admin Assistance

The Clerk had prepared a Confidential report about the level of admin work and the assistance required to address the backlog (including archiving) for the Staffing Committee. This report, together with David Carden's Confidential report dated December 2018, had been circulated to the Staffing Committee via email ahead of the meeting. Whilst councillors had previously offered to carry out a variety of tasks to assist the admin staff, less than half the tasks had been completed.

Considerable discussion took place concerning the Clerk's requests regarding the use of Time Off in Lieu and/or additional hours worked to be paid, as per the contracts of employment.

During the discussion, the Clerk pointed out that the Council had agreed to employ a bookkeeper on a temporary part-time basis and had set aside £5,000 to cover the costs – as per David Carden's recommendations – minute number 20-2019 refers. Whilst an accountant known to the Clerk had considered the role, the rate of pay being

offered was too low. Due to the pressure of work, the job was not formally advertised. The Clerk undertook the work (averaging 8.25 hours per week). The Clerk therefore requested to be paid for carrying out the role of the temporary bookkeeper as previously approved by the Council. It was agreed that this request be put to the Full Council on 12 December 2019.

The Scheme of Delegation, introduced as a result of David Carden's report, has not been successfully implemented. In order to save time at meetings and during the working day, the Clerk will, in future, fully implement the agreed Scheme of Delegation meaning that all items of expenditure under £3,000 will not required to be put to the Council for either approval or ratification.

The Staffing Committee also believed that simplifying the Financial Regulations in line with the Scheme of Delegation would also reduce the administrative burden on the administrative staff. Cllr D Snipp and Cllr G Adam to review the Financial Regulations with the Clerk at the earliest opportunity.

Appendix 1 – Confidential Report dated 28.11.2019

Meeting closed 10.20pm