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Date: 2 March 2020

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 **Monday 16 March at 10.30am** 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. Appointment of Chairman - To appoint a Chairman of the Staffing Committee for the remainder of the municipal year (following Sam Fisk's resignation).
2. Apologies - To receive apologies.
3. Declaration of disclosable pecuniary interests.
4. Declaration of non-pecuniary interests.
5. Format of appraisal form - To review and agree the format of this year's staff appraisal forms.
6. HR Training for Staffing Committee members and officers specifically with regard to the annual appraisal process - To consider approaching Clive Stilwell of [SLCC Consultancy](#) for a training quotation.

7. Appraisal arrangements - To consider changing the current arrangements for the Clerk's annual appraisal (presently undertaken by the Chairman of the Council) to two members of the Staffing Committee with the appraisal to be carried out in the Parish office.
8. To review the staff job descriptions – which need to take into account the Accessibility legislation.
9. Staff objectives (as set within the annual appraisals) – These need to be set around the agreed Strategic Plan.
10. Dates for appraisals and follow-up reviews - To consider (a) moving the annual appraisals to August to tie in with the annual budgeting process and (b) to introduce two reviews during the year (checking on progress of the key objectives set).
11. Paid study leave for the Assistant Clerk - To consider awarding two weeks' study leave to facilitate her CILCA (Certificate in Local Council Administration) qualification. Leave to be taken when convenient to the Assistant Clerk.
12. Holiday pay – To consider how to deal with holiday leave that hasn't been taken due to the current workload (a) allow the leave to be held over (b) pay staff for any unused holiday entitlement.
13. TOIL (Time Off in Lieu) and/or additional paid hours/and/or non-consolidated bonuses? To decide upon the introduction and nature of a policy on TOIL, whether or not paid hours will be re-established provided the hours are pre-approved (the Staffing Committee to decide by whom the approval should be granted) and whether or not performance based non-consolidated bonuses<sup>1</sup> could potentially be paid.
14. Microsoft Office Suite IT Training – To receive a progress report from the Clerk. Training being undertaken out of work hours.
15. Office 365 training – Time is required to enable the staff to comprehensively learn how Office 365 operates. Assumed 10 days training required for each member of admin staff. To be undertaken during work hours.
16. Access to the office – Councillors are reminded that due to the workload, access to the office is restricted to between the hours of 10am and 1pm strictly by appointment only.
17. To review the current workload and systems for dealing with the workload - And to decide whether or not to employ an additional admin officer to temporarily assist with the backlog (GDPR) bearing in mind it will take time to train another member of staff.

**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.**

18. Temporary additional member of staff? If a temporary member of admin staff is to be appointed, to agree how and where the vacancy should be advertised and to set a realistic advertising budget. Interview questions to be set and agreed and salary to be confirmed.

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<sup>1</sup> A non-consolidated award is treated as an allowance, paid in addition to basic salary. It is non-pensionable and is not included in the calculations for other payments that are based on basic salary, such as overtime.