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Thursday 27 August 2020

NOTICE OF MEETING

To: All members of the Staffing Committee

You are hereby summoned to attend the **Staffing Committee meeting** of Worplesdon Parish Council to be held virtually **on Monday 14 September 2020 at 10am** for the purpose of transacting the following business. **Anyone wanting to participate in the public speaking section of the meeting needs to contact the Clerk to the Council, either by email, phone or in writing by NOON Monday 14 September to enable the 'joining instructions' to be sent out. To participate you must have access to the internet.**

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 during the meeting.

Agenda

1. **To appoint a Chairman of the Staffing Committee for the municipal year 2020/2021.**
2. **To receive apologies.**
3. **Declaration of disclosable pecuniary interests.**
4. **Declaration of non-pecuniary interests.**
5. **Minutes of the previous meetings:**

Minutes of the meeting held 16 March 2020 are to be agreed and signed by the Chairman as a true record.

6. **Microsoft Office Suite IT Training** - Clerk has completed beginner to Advanced Word and Excel UDEMY training courses and additional Excel training via YouTube. Outlook and Powerpoint courses to be undertaken.
7. **Ongoing training requirements** - Time is required to enable the staff undertake Continuous Professional Development. i.e. IT Skills, CILCA, SLCC/SALC webinars (as appropriate), Office 365, first aid, playground training etc.
8. **Head Groundsman's vaccinations** – Mr Trevena is booked in for his Hep A and Hep B vaccinations – three doses over six months. Total cost £390. For information only.

Pursuant to the Admission to Meetings Act 1960 Section 1(2)a In view of the confidential nature of the following business members of the public and press are to be excluded from the meeting.

9. **To receive and approve the staff appraisals.**
10. **To review the staff job descriptions and to approve any proposed changes.**
11. **To review the pay and conditions of service of all staff** – taking note of the union's recommendations for the financial year 2021/2022.
12. **To review the current workload and systems for dealing with the workload TOIL (Time Off in Lieu) and/or additional paid hours/and/or non-consolidated bonuses or additional admin staff taking into account the need for staff holiday and sick leave.**