



**Minutes of the Staffing Committee meeting held Monday 16 March 2020
in the Parish Office, Unit 2 Beaufort, Parklands, Railton Road, Guildford, GU2 9JX at 10.30am**

94-2020 - Present

There were present:

Councillors:

Cllr G Adam, 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

95-2020 - Appointment of Chairman

It was proposed Cllr N Mitchell, seconded Cllr J Messinger and unanimously **RESOLVED** that Cllr G Adam be appointed Chairman of the meeting.

96-2020 - Apologies

None received.

97-2020 - Declaration of Disclosable Pecuniary Interests

No declarations were made.

98-2020 - Declaration of Non-pecuniary interests

No declarations were made.

99-2020 - Approval of the minutes

It was proposed Cllr N Mitchell, seconded Cllr G Adam and unanimously **RESOLVED** that the minutes of the meeting held 3 December 2019 be signed by the Chairman as a true record.

100-2020 - Apologies

There were none.

101-2020 - Format of Worplesdon Parish Council's appraisal form

The format of the current appraisal form had previously been criticised by Members of the Staffing Committee. The Clerk had, therefore, sought appraisal documents from three local town councils in order to provide a comparison.

Approved by the Staffing Committee – 14 September 2020

Godalming Town Council and Haslemere Town Council had replied, and the documents had been emailed to Members in advance of the meeting.

Following discussion, it was agreed that Worplesdon Parish Council would adopt the style of Haslemere Town Council's appraisal form with immediate effect.

102-2020 - HR Training for Staffing Committee members and officers specifically with regard to the annual appraisal process

Following discussion, it was agreed that Worplesdon Parish Council approach Clive Stilwell of [SLCC Consultancy](#) for a quotation to provide appraisal training for:

- The Chairman of the Council
- The Vice-Chairman of the Council
- The Chairman of the Staffing Committee
- The Parish Clerk and
- The Head Groundsman.

Training to be provided in June/July subject to the Government restrictions introduced to deal with the Coronavirus.

103-2020 - Appraisal arrangements

The Clerk stated that she had attended two training events at the Practitioners' Conference in Kenilworth in February, at which it had become apparent that the majority of Clerks are appraised by two Members, one of whom is a Member of the Staffing Committee, and that this is considered best practice for Parish and Town Councils.

Following discussion, it was agreed that, in future, the Clerk's appraisal will be carried out by two Members of the Council being: either the Chairman or Vice-Chairman of the Council and the Chairman of the Staffing Committee.

104-2020 - To review the staff job descriptions

The Clerk advised that the Job Descriptions need to be reviewed in addition to the format being changed for accessibility purposes. It was agreed that the job descriptions be updated by the end of August 2020.

105-2020 - Staff objectives (as set within the annual appraisals)

The Clerk advised that the staff objectives should be set around the agreed Strategic Plan (as per the HR training provided at the Practitioners' Conference).

Following discussion, it was agreed the aims of the Council (as set within the Strategic Plan) would be used to set future staff objectives.

106-2020 - Dates for appraisals and follow-up reviews

Following discussion, it was agreed that, moving forward, the annual appraisals would be undertaken in August (generally being a quieter time of the year), with a brief follow up review being undertaken in January/February. The purpose of the review being to ensure staff are able to meet the set objectives.

107-2020 - Paid study leave for the Assistant Clerk

Following discussion, it was proposed Cllr N Mitchell, seconded Cllr G Adam and unanimously **RESOLVED** that two weeks paid study leave be granted; the leave dates to be flexible and to reflect the needs of the Council.

108-2020 - Holiday pay

The Clerk advised that the staff had not yet taken their full holiday entitlement for the year.

Staff Member	Clerk to the Council	Assistant Clerk	Head Groundsman
Days holiday remaining @ 16 March 2020 – to be taken by 31 March 2020	12.5 days - 9.5 of which are currently unbooked.	3	1

Whilst the Clerk's hard work was recognised, the Staffing Committee was concerned about the number of days which are currently outstanding, given there are only two weeks of the holiday year remaining.

The Clerk stated that she had planned to take her annual leave between Christmas and 31 March; however, to meet various deadlines, numerous day's leave had had to be cancelled. Three days leave were still planned. These being:

- 19 March
- 20 March
- 27 March

The Assistant Clerk had advised that she had planned to carry over her days leave for an Easter break, however, due to the Coronavirus her plans have had to change. Nevertheless, she will require time off for childcare purposes. The Staffing Committee approved 3 days' leave being held over until the Easter Holidays.

The Head Groundsman will take his remaining day's leave before 31 March 2020.

Following a lengthy discussion, it was proposed Cllr G Adam, seconded Cllr N Mitchell and **RESOLVED** that the Clerk would take the leave days booked (as stated above) as well as:

- 25 March
- 30 March

Additionally, as a one-off, the Clerk would be paid for 5 days untaken leave and be permitted to hold over 2.5 days into the next holiday year.

A vote took place. Result of the vote: 4 - in favour of the motion. Cllr D Snipp against. Motion carried.

The Staffing Committee recognised there is an underlying issue, which needs to be resolved.

109-2020 - TOIL (Time Off in Lieu) and/or additional paid hours/and/or non-consolidated bonuses?

The Chairman of the Staffing Committee offered to write a suitable policy regarding the use of holiday entitlement, TOIL and overtime. This would be considered by the Chairman and Vice-Chairman prior to being presented to the Full Council at the Annual Meeting in May.

110-2020 - Microsoft Office Suite IT Training

The Clerk advised that she has completed two UDEMY Word training courses and is currently halfway through the UDEMY Excel training course. Additionally, Outlook and PowerPoint courses will be undertaken. This training is being undertaken out of work hours. Concern was expressed about this training being carried out during the Clerk's personal time, albeit, thanks were expressed for her doing so.

It was agreed that in establishing the workload of the staff, time should also be allocated for training purposes.

111-2020 - Office 365 training

It was agreed that In-house training days do need to be allocated, although 10 days was considered excessive.

It was agreed that Cllr D Snipp would provide Google search training, at a date and time convenient to the Clerk.

112-2020 - Access to the office

Councillors were reminded that due to the workload, access to the office is restricted to between the hours of 10am and 1pm, strictly by appointment only. This system was considered to remain appropriate and that councillors should NOT visit the office on the day of a Council/Committee meeting without exceptional circumstances.

113-2020 - To review the current workload and systems for dealing with the workload

The workload had been reviewed at the previous Staffing Committee meeting and priorities had been set. The Clerk advised however that the grass tendering process had taken considerably longer than anticipated, and this had had a drastic knock-on effect on the remainder of the outstanding workload. With the day-to-day workload, including the financial work of the Council ever increasing, the tasks had had to be re-prioritised.

It was proposed Cllr G Adam, seconded Cllr N Mitchell that an annual planner be drawn up by Cllr N Mitchell so that everyone can see when, why and where the time pressures are coming from. The Clerk stated that she maintains a list of important tasks to be undertaken every month and that there is already an existing monthly planner in the office. Nevertheless, the creation of a yearly planner was approved.

The planner to include:

- Holiday leave
- Meetings/preparation time and time to carry out the actions agreed by the Council/Committee
- Outstanding tasks
- Accounts (monthly and annual)
- Creating and reviewing policies and procedures
- Website maintenance
- Social media etc.
- Training new members (albeit this is difficult to predict)
- Elections (as and when appropriate)

Consideration also needs to be given for potential sick leave.

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 remainder of the meeting

114-2020 - Temporary additional member of staff?

Bearing in mind it would take time to train another member of staff and we are just coming into the busiest time of the year from a financial and municipal year perspective, it was agreed that Cllr G Adam and Cllr N Mitchell would assist with the GDPR task.

The Clerk advised that regretfully the Assistant Groundsman had tendered his resignation for health reasons and was unable to work his notice period.

It was agreed that, notwithstanding the Coronavirus, the potential appointment of a new Assistant Groundsman would be held over until June 2020.

Approved by the Staffing Committee – 14 September 2020

The Committee wished the former Assistant Groundsman well and thanked him for the work he had carried out during his employment with the Council.

Meeting closed 12.15pm.

Signed:

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Chairman of the Staffing Committee

Date: