



Minutes of the Staffing Committee meeting held in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX at 10.30am on 17 June 2021

199-2021 - Apologies:

Cllr S Morgan MBE arrived at the meeting at 10.34am and apologised for her late arrival.

Present

Councillors:

Cllr G Adam (Chairman), Cllr A Creese, Cllr M Fance, Cllr N Mitchell and Cllr S Morgan MBE.

Officer of the Council:

Mrs G White – Clerk to the Council.

200-2021 - To appoint a Chairman of the Staffing Committee for the municipal year 2021/2022

It was proposed Cllr N Mitchell, seconded Cllr M Fance and unanimously **RESOLVED** that Cllr G Adam be appointed Chairman of the Staffing Committee for the municipal year 2021/2022.

201-2021 - Declaration of Disclosable Pecuniary Interests

No declarations were made.

202-2021 - Declaration of Non-pecuniary interests

No declarations were made.

203-2021 - Minutes of the previous meeting

It was proposed Cllr N Mitchell, seconded Cllr M Fance and unanimously **RESOLVED** that the minutes of the meeting held 23 November 2020 be signed by the Chairman as a true record.

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.

204-2021 - To review the pay and conditions of service of all staff

The Clerk advised that the Parish Council adheres to the 'Green Book' in terms of the pay and conditions of service for all staff.

All staff are on a benchmark salary, which means they are entitled to annual RPI increments, as well as annual increments payable until the top of the pay scale is reached. Work related academic achievement enables office-

based staff to move into the next benchmark. Annual increments are then awarded until the top of the next benchmark is achieved.

The Clerk showed a copy of the National Agreement regarding payscales to the meeting.

To provide new members of the Staffing Committee with an understanding of the workload of the admin staff, it was agreed the Clerk issue the following documentation to the Staffing Committee.

- A copy of David Carden's confidential report dated December 2018.
- A copy of the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004.
- List of admin tasks required on a monthly basis.
- The National Association of Local Councils (NALC's) Salary Award 2020/2021. The Clerk advised that the salary awards are always announced retrospectively. Therefore, the pay award for 2021/2022 will not be announced until the end of August 2021, at the earliest.

There have been no recent changes to the National Agreement.

It was agreed that a letter be issued to the admin staff reflecting the address of the new office as being the main place of work.

205-2021 - To review the Leave and Work-Related Stress policies

The Clerk advised that it is virtually impossible for her to take TOIL due to the ever-increasing workload. Following discussion, it was agreed that the following sentence be removed from paragraph 4.1 of the approved Leave Policy *"TOIL cannot be carried over to the following holiday year"*.

It was agreed the Council needs to be more flexible in its approach to TOIL and that any TOIL not taken by the year-end should be held over with the agreement of the Chairman of the Staffing Committee.

In terms of work-related stress, the Clerk advised that her computer is now five years' old and has become very slow.

It was agreed that a new PC be purchased for the Clerk at the earliest opportunity and that the admin staff's mobile phones will also be due for replacement in the near future.

206-2021 - Payment for additional hours worked

The Clerk reiterated that to be able to service the work of the Council, it remains a necessity that she and the Assistant Clerk work additional hours. As previously stated, due to the ever-increasing workload, it is proving impossible for the Clerk to take Time Off in Lieu (TOIL) and asked whether the payment of additional hours could be reconsidered.

The Committee discussed this issue at length.

The Clerk confirmed an allowance for additional paid hours had been allocated within the 2021/2022 budget.

It was agreed that, in the first instance, an allowance of two additional days per month be made to the Clerk (at standard hours). The Clerk advised that the Green Book states overtime should be paid at time and a half Monday to Saturday and double time on Sundays and Bank Holiday Mondays. This to be considered at the September Staffing Committee meeting.

It was agreed that payment of the additional time is to be signed off by the Chairman of the Staffing Committee. Any hours worked beyond the equivalent of two days per month to be taken as TOIL.

For the financial year 2022/2023 – a budget should be set aside to allow for payment of three days per month – albeit the Committee felt additional hours should be an exception rather than the rule.

The Clerk reiterated that it is not possible to service the work of the Council during standard contracted hours and advised that the easiest way to divide the work is to reconsider the appointment of a bookkeeper.

It was agreed that councillors need to do more to assist the paid staff.

Cllr N Mitchell has taken on greater responsibility for the Community Speed Watch Scheme. Cllr G Adam and Cllr N Mitchell said they would be willing to review the historic paperwork prior to documents being shredded.

It was agreed that a working group (comprising members of the Staffing Committee) be established to look at and understand the work of the council. With an informal gathering to be held late July/early August.

If considered necessary, the appointment of additional staff should be considered. It was agreed that the working group would report back to the Full Council.

The Staffing Committee has the ability to authorise additional staff expenditure up to the sum of £5,000 per annum.

Meeting closed 11.40am.

Signed:.....

Chairman of the Council

Date: 12 August 2021