



**Minutes of the Staffing Committee meeting held in the Council Chamber  
Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 7.30pm on Monday 11 October 2021**

**324-2021 - Apologies**

None received.

**Present**

**Councillors:**

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

**Officer of the Council:**

Mrs G White – Clerk to the Council.

**325-2021 – Appointment of Cllr T Webber to the Staffing Committee following Cllr S Morgan MBE's resignation**

It was proposed Cllr N Mitchell, seconded Cllr M Fance and unanimously **RESOLVED** that Cllr T Webber be appointed to the Staffing Committee with immediate effect.

**326-2021 - Declaration of Disclosable Pecuniary Interests**

No declarations were made.

**327-2021 - Declaration of Non-pecuniary interests**

No declarations were made.

**Pursuant to the Admission to Meetings Act 1960 Section 1(2)a - In view of the confidential nature of the following business, it was **RESOLVED** that members of the public, and press be excluded from the remainder of the meeting.**

**328-2021 - Pay entitlements to be taken into account when setting the 2022/2023 budget – No announcement regarding the 2021/2022 pay increase has yet been received from NALC (National Association of Local Councils)**

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr A Creese, and unanimously **RESOLVED** that a budget allowance of 2% should be allocated to the staffing costs within the 2022/2023 budget.

**329-2021 - Pay award to Mrs V Fear on the successful completion of her CILCA (Certificate in Local Council Administration)**

The Clerk advised that the Assistant Clerk is entitled to a PayScale increase of one SCP (Spinal Column Point) on successful completion of her CILCA, as per her contract of employment.

Approved by the Full Council 4 November 2021

The Clerk advised the Assistant Clerk had received notification that she had passed her CILCA on 22 August 2021, however, the pay award only becomes payable when the official certificate is issued.

It was proposed Cllr M Fance, seconded Cllr N Mitchell and unanimously **RESOLVED** that the additional SCP be awarded with effect from 1 September 2021, subject to confirmation of the date the certificate was actually awarded.

Caveat - The SCP increase to be applied from the 1<sup>st</sup> of the month nearest to the date of issue.

### **330-2021 - To receive and approve the staff appraisals**

The Clerk advised that, due to annual leave, it had not been possible to circulate the staff appraisals prior to the meeting.

Copies of the appraisals were, therefore, presented to the meeting and Members were given the opportunity to read the appraisals.

The Committee acknowledged that the past eighteen months had been difficult. Cllr N Mitchell advised the following tasks had taken up a lot of staff time:

- Digital mapping for the grass cutting contract
- Discussions regarding the 2021/2022 budget
- Covid issues and additional Covid signage
- Virtual meetings and preparing for hybrid meetings
- Virtual internal audits – increased workload
- Negotiating the new office contract
- Dilapidations at the old office
- Moving office (Clerk unable to take her annual leave to facilitate the office move in early January, several leave days also couldn't be taken due to deadlines, including the dilapidations deadline)
- Staff training (Assistant Clerk's CILCA)
- Community Speedwatch Scheme - Change of website and additional training requirements
- Computer issues
- Saving and operational issues

It was agreed that earmarked reserves be set aside (commencing in the 2022/2023 budget) to ensure that the dilapidations which will be required at Unit 2 Saxton, at the end of the lease (2025) can be carried out by contractors, to reduce the burden on staff time.

It was acknowledged that all decisions taken by the Council must consider the impact on the staff workload.

The Committee discussed and recognised the efforts, achievements and pressures the staff feel, and that these pressures need to be resolved.

It was proposed Cllr M Fance, seconded Cllr A Creese and unanimously **RESOLVED** that the appraisals be accepted.

### **331-2021 - To receive the feedback of the working group (minute number 206-2021 refers) regarding the current workload and systems for dealing with the workload**

Cllr G Adam advised that a working party meeting had not yet been held.

The admin staff are currently trialling blocking out time for specific tasks. This will result in phone calls being left to go to the answerphone and a slower response time to emails.

**332-2021 - To reconsider the need for a part-time bookkeeper**

Cllr G Adam advised that the financial work of the Council has increased considerably. There are now far more invoices to be paid. Additionally, the invoice and confirmation of payment now require to be scanned and uploaded into Scribe.

The Committee thought it may be more beneficial to take on a bookkeeper/clerical assistant who could then also provide support while either the Clerk or Assistant Clerk are on leave.

It was proposed by Cllr G Adam, seconded by Cllr N Mitchell that Cllr G Adam and the Clerk would discuss the number of hours required to facilitate the financial work of the council and that the appointment of a book-keeping/clerical assistant be added to the agenda of the next Full Council meeting.

The Clerk recommended employing someone on a fixed six-month contract, rather than a permanent basis. This recommendation to be considered by the Full Council.

Meeting closed 21:00.

Signed:

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Chairman of the Council  
Date: 4 November 2021