



**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 Thursday 12 July 2022**

236-2022 - Present

Councillors

Cllr G Adam, Cllr M Price, Cllr M Fance.

Officers of the Council:

Mrs G White – Clerk to the Council

Members of the public:

None present.

237-2022 - To appoint a Chairman of the Staffing Committee for the municipal year 2022/2023

It was proposed by Cllr M Fance, seconded by Cllr M Price, and unanimously **RESOLVED** that Cllr G Adam be elected as chairman of the Staffing Committee for the municipal year 2022/2023.

238-2022 - Apologies and reason for absence

Apologies and reason for absence were received from:

- Cllr P Cragg
- Cllr T Webber

The apologies and reasons for absence were accepted.

239-2022 - Public participation session

None present.

240-2022 - 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.

241-2022 - To review the job descriptions and pay/conditions of service of all staff (Pay entitlements to be taken into account when setting the 2023/2024 budget)

The following job descriptions were reviewed:

- Clerk to the Council
- Assistant Clerk
- Head Groundsman

Minor amendments are required to reflect changes to the various roles. The Clerk to update these job descriptions and circulate them to the Staffing Committee for approval ASAP.

The Clerk advised that the salaries for 2021/2022 were only confirmed in March 2022, therefore, it is impossible to predict what the pay entitlement for 2023/2024 will be in time to set the budget for 2023/2024. Following discussion, it was proposed that a budget increase of 3% be assumed.

243-2022 - To consider the appointment of two additional part-time members of staff

- One part-time bookkeeper (16 - 20 hours per week) 2 days per week, with additional hours required to be worked at the financial year-end and other busy times of the financial year
- One part-time Assistant Groundsman (16 hours per week) 2 days per week to be worked on a Wednesday and Friday (to ensure cover during the Head Groundsman's holidays/sick leave)

The requirements for the two roles were discussed, in detail.

Following discussion, it was agreed that the Clerk would duly prepare the following documents for initial submission to the Members present at the Staffing Committee meeting prior to the documents being circulated to the Full Council.

- Job advert
- Job description
- Person specification
- Interview questions

Recommendation: That the Staffing Committee strongly recommends the draft job adverts, job descriptions, person specifications, and interview questions be approved by the Full Council at the next Full Council meeting to be held on Thursday 11 August. The adverts to be placed ASAP with interviews to be conducted in September.

Meeting closed 20:44

Signed:

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Chairman, Worplesdon Parish Council

Date: 11 August 2022