



Minutes of the Staffing Committee meeting held in parish office, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX at 3.30pm on Thursday 20 October 2022

333-2022 - Present

Councillors

Cllr G Adam (Chairman), Cllr N Mitchell (as an observer), Cllr M Fance, Cllr M Price, and Cllr C Riley.

Officers of the Council:

Mrs G White – Clerk to the Council

Members of the public:

None present.

334-2022 - Apologies and reason for absence

Apologies and reason for absence were received from Cllr P Cragg. Reasons for absence accepted.

335-2022 - Public participation session

No members of the public were present.

336-2022 - To appoint a new Member to the Staffing Committee following Cllr T Webber's resignation

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr M Price, and unanimously **RESOLVED** that Cllr C Riley be appointed to the Staffing Committee with immediate effect.

337-2022 - Declaration of Disclosable Pecuniary Interests (DPIs) by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

338-2022 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

339-2022 - Pay entitlements to be considered when setting the 2023/2024 budget

The Clerk advised that NALC (National Association of Local Councils) has not yet announced the 2022/2023 pay increase. Pay entitlements for the 2023/24 budget will therefore have to be estimated.

The Clerk advised that she anticipated the pay increase for 2022/2023 would not be issued until March 2023 and had, therefore, assumed an increase of 2% for the current financial year and an increase of 3% for the financial year 2023/2024 - based on the current rate of inflation.

The budget for 2023/24 therefore contained a 5% increase on the staff salaries. There being no anticipated increase in the Er's NI or Er's pension contribution rates at this point in time.

The Committee considered that an anticipated pay increase entitlement of 5% for the draft 2023/24 budget was appropriate, based on the current economic situation.

The Clerk to the Council, Assistant Clerk and Head Groundsman were both entitled to an incremental Spinal Column Point (SCP) as at 1 April 2022. The Clerk to the Council and the Head Groundsman have now reached the top of their respective pay scales and, therefore, moving forward will only be entitled to any RPI increases which are agreed by NALC (National Association of Local Councils) and the unions.

Table 1: SCP payable as of 1.4.2022

Name	SCP payable w.e.f. 1.4.2022	Annual leave entitlement
Mrs V C Fear (Assistant Clerk)	25	22 days (pro-rated) – each 'day' equates to six hours. As of 1.4.2023 the Assistant Clerk will be entitled to 25 days annual leave (pro-rated)
Mr P Trevena (Head Groundsman)	23 (top of payscale)	22 days (pro-rated) which equates to 13.2 days per year.
Mrs G F White (Clerk to the Council)	36 (top of payscale)	25 days

Letters of salary/holiday confirmation to be issued by the Chairman of the Staffing Committee, as soon as practicable.

It was agreed that sufficient flexibility to be built into the budget to cover the cost of a locum clerk and a part-time Finance Officer for 12 months - subject to Council approval.

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 were excluded from the meeting.

340-2022 - Appointment of a part-time Finance Officer for a fixed 12-month period

Cllr G Adam advised that interviews were held on 12 and 13 October 2022. Candidates were interviewed and also had to carry out practical tests.

As a result of those interviews, the Interview Panel recommended that Mrs Helen Lawrence be offered the job.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr M Fance, and unanimously **RESOLVED** that the Interview Panel's recommendation be approved and that, in turn, the Staffing Committee recommended Mrs Lawrence's appointment be confirmed by the Full Council at the Extra-ordinary meeting to be held Tuesday 25 October 2022.

Power to spend: LGA 1972 s112

341-2022 - To receive and approve the staff appraisals

Cllr N Mitchell had undertaken the Clerk's appraisal on Monday 17 October. The Clerk had undertaken the Assistant Clerk and Head Groundsman's appraisals on Tuesday 18 October 2022.

The appraisals had been duly circulated to the Committee, via email, in advance of the meeting.

Clerk's appraisal

It was agreed that an additional objective be added to the Clerk's appraisal:

- Further Microsoft training to be undertaken (Online UDEMY courses) – To be completed by September 2023.

With that addition, it was proposed by Cllr M Price, seconded by Cllr M Fance, and unanimously **RESOLVED** that the Clerk's appraisal be approved.

Assistant Clerk's appraisal

It was proposed by Cllr C Riley, seconded by Cllr M Fance, and unanimously **RESOLVED** that the Assistant Clerk's appraisal be approved.

Head Groundsman

It was proposed by Cllr M Fance, seconded by Cllr M Price, and unanimously **RESOLVED** that the Head Groundsman's appraisal be approved.

The Staffing Committee were pleased that, after four years, as per the recommendation of David Carden, an additional admin member of staff is to be appointed particularly as the work of the Parish Council continues to increase.

Date of next Staffing Committee meeting – Monday 10 July 2023 at 7pm.

Meeting closed 16:00

Signed:

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Chairman, Worplesdon Parish
Council

Date: 3 November 2022