



**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 27 February 2023**

97-2023 - Present

Councillors:

Cllr G Adam (Chairman), Cllr P Cragg, Cllr M Fance, Cllr M Price, and Cllr C Riley.

Officer of the Council:

Mrs G White – Clerk to the Council

Members of the public:

None present.

98-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

None received.

99-2023 - Public participation session – 10 minutes

No members of the public were present.

100-2023 - 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.

101-2023 - Declaration of Non-pecuniary Interests

No declarations were made.

102-2023 - Clerk unable to utilise her holiday entitlement and TOIL (Time Off in Lieu)

The Clerk advised that despite taking a week's annual leave in March 2023, she will still have 16.5 days leave outstanding at the end of the financial/holiday year, in addition to 27 days TOIL, which she will be unable to take.

Whilst the Staffing Committee recognised the increased workload that has led to this situation, they were concerned that the Clerk had been unable to take so much of her leave entitlement and that so much TOIL had been accrued. The Clerk advised that her TOIL is recorded on her timesheet, which is seen by the Chairman of the Staffing Committee and the Chairman of the Council each month.

The Staffing Committee reiterated its wish that TOIL be taken as soon as possible. Whilst the Clerk acknowledged the need to use TOIL ASAP but advised that, due to deadlines, that is not always possible - particularly between March and June.

Action: It was agreed that the use of annual leave and TOIL be reconsidered by the Staffing Committee in September 2023.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr M Fance, and unanimously **RESOLVED** that the Parish Council would buy back 16.5 days' leave (to be paid via the March 2023 payroll), and that the Clerk would be permitted to hold five days TOIL over, on the understanding that this is to be taken in June.

It was also proposed by Cllr G Adam, seconded by Cllr M Price and unanimously **RESOLVED** that, where feasible, the Clerk and Assistant Clerk would work shorter hours on the Friday following a Full Council meeting to use up the additional time spent at the evening meeting (but not both at the same time).

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, by resolution, were excluded from the remainder of the meeting.

103-2023 - Permanent appointment of a part-time Finance Officer

The Clerk had undertaken the Finance Officer's 12-week probationary report, which had been circulated to the Staffing Committee members in advance of the meeting.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr P Cragg and unanimously **RESOLVED** that following the completion of the Finance Officer's successful probationary period, and in recognition of the Council's increasing workload, the Staffing Committee **recommends** the appointment of the Finance Officer on a permanent, part-time basis.

This recommendation to be considered at the 6 April 2023 Full Council meeting.

Meeting closed: 20:05

Signed:

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Chairman of the Council
16.3.2023