



**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 10 July 2023**

261-2023 - Present

Councillors:

Cllr G Adam (Chairman), Cllr N Crampin, Cllr M Price, and Cllr C Riley.

Officer of the Council:

Mrs G White – Clerk to the Council

Members of the public:

None present.

262-2023 - To appoint a Chairman of the Staffing Committee for the municipal year 2023/2024

It was proposed by Cllr M Price, seconded by Cllr C Riley, and unanimously **RESOLVED** that Cllr G Adam be elected as chairman of the Staffing Committee for the municipal year 2023/2024. No other nominations being forthcoming, Cllr G Adam was duly elected as Chairman of the Staffing Committee.

263-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and reason for absence were received from Cllr M Fance and Cllr B McShee.

Cllr N Crampin substituted for Cllr M Fance.

264-2023 - Public participation session – 10 minutes

No members of the public were present.

265-2023 - 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.

266-2023 - 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 proposed by Cllr C Riley, seconded by Cllr G Adam that members of the public and press, by resolution, be excluded from the remainder of the meeting.

267-2023 - To review the job descriptions and pay/conditions of service of all staff

The job descriptions and pay/conditions of service had been circulated to the members via email in advance of the meeting.

Terms of Pay and Conditions of Service

The Clerk advised that the only change to the 2004 Terms and Conditions issued by NALC (National Association of Local Councils) is that the holiday entitlement for employees with 0 – 5 years' service has increased to 23 days, plus bank holidays, and two statutory days' leave. Employees with over five years' service are entitled to 25 days holiday, plus bank holidays and two statutory days' leave.

Annual pay award

It was agreed that, as a £1ph pay increase across the board was awarded for 2022/2023, it would be sensible to budget for the same increase for 2024/2025: the 2023/2024 pay increase having not yet been confirmed by the National Association of Local Councils (NALC).

This salary budget will be discussed in greater detail, by the Full Council, when the budget setting for 2024/2025 takes place later in the year.

Job Descriptions

It was proposed by Cllr G Adam, seconded by Cllr N Crampin and unanimously **RESOLVED**, that the job descriptions need to be updated to reflect the change in the holiday entitlement, as above. Other than the date, no other changes were required to the job descriptions. Once updated these are to be uploaded to the Parish Council's website.

268-2023 - Annual appraisals

The Annual Appraisals had been undertaken and circulated to all Members of the Staffing Committee via email in advance of the meeting.

The Committee revised each of the appraisals in turn.

It was then proposed by Cllr G Adam, seconded by Cllr M Price and unanimously **RESOLVED** that the appraisals be approved en-bloc.

The Staffing Committee wanted the Assistant Clerk to prioritise producing the various risk assessments for the individual play areas. The current play area risk assessment is a generic risk assessment.

269-2023 - To consider the appointment of an additional part-time member of the Grounds team

The Chairman asked whether it would be better to employ a second member of staff for 3 days per week in order that there is sufficient cover whilst one member of staff is either on sick leave or on staff leave, given the level of work continues to increase.

Discussion duly took place. The Staffing Committee felt that an additional circa £4,500 per year would be difficult to justify to the public, given the current cost of living crisis.

It was agreed that all applicants be asked if they would be willing to be flexible in terms of their working days, so that if there are tasks requiring two people to carry out, this could be accommodated within the five-day week.

Recommendation: It was proposed by Cllr Nuala Crampin, seconded by Cllr C Riley and unanimously **RESOLVED** that the Staffing Committee recommend the advertising for a part-time Assistant Groundsperson – as per the application pack that was circulated to the Staffing Committee – i.e. 16 hours per week, salary scale, SCP 8. This recommendation to be considered by the Full Council on 10 August 2023.

Meeting closed: 20:12

Signed:

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Chairman of the Council
10.8.2023