



**Minutes of the Staffing Committee Meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 7.25pm on Monday 19 August 2024**

2024-269 - Present

Councillors:

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

Officers of the Council:

Mrs G White - Clerk to the Council

Members of the public:

None present.

2024-270 - To appoint a Chairman of the Staffing Committee for the municipal year 2024/2025.

It was proposed by Cllr M Price, seconded by Cllr D Bird and unanimously **RESOLVED** that Cllr G Adam be appointed Chairman of the Staffing Committee for the municipal year 2024/2025

2024-271 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Cllr M Fance had given his apologies and reason for absence. Apologies and reason for absence duly accepted.

Cllr D Bird substituted for Cllr M Fance.

2024-272 - Public Participation

No members of the public were present.

2024-273 - Declaration of Non-pecuniary Interests

No declarations were made.

2024-274 - 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.

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 the public and press be excluded from the remainder of the meeting.

2024-275 - To review the job descriptions and pay/conditions of service of all staff (pay entitlements to be taken into account when setting the 2025/2026 budget) – likely to be announced November 2024.

The annual pay increase has been refused by two of the Unions, it is therefore unlikely that there will be an announcement about the pay increase for the financial year 2024/2025 until at least October 2024. The pay increase will be backdated to 1 April 2024 once announced.

The Clerk referenced the Green Book pay and conditions, however, overtime was kept at time and a half due to budgetary constraints.

The anticipated pay increase for the financial year 2025/2026 will have to be a best estimate.

No changes to the job descriptions were noted. A thorough review to be undertaken in 2025.

It was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that no changes be made to either the job descriptions or the pay and conditions of service for all staff.

2024-276 - Annual appraisals

For confidentiality, the staff appraisals were circulated during the meeting and read by all the Members present.

No queries were raised by the Members. It was noted that the staff were happy in their respective roles.

It was proposed by Cllr D Bird, seconded by Cllr N Crampin and unanimously **RESOLVED** that the appraisals be approved.

Meeting closed 20:07

Signed:

Chairman of the Council
Date: 19 September 2024