



**Minutes of the Staffing Committee Meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 10:08 on Tuesday 9 February 2026**

2026-43 - Present

Councillors:

Cllr S Ellahi, Cllr B McShee, Cllr M Price (Chairman) and Cllr J Snowball.

Officers of the Council:

Mrs G White - Clerk to the Council.

Members of the public:

None present.

2026-44 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Cllr C Riley was absent from the meeting.

2026-45 - Public Participation

No members of the public were present.

2026-46 - Declaration of Non-pecuniary Interests

No declarations were made.

2026-47 - 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.

It was **RESOLVED** that pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business the public and press would be excluded from the remainder of the meeting.

2026-48 - Annual Spinal Column Point (SCP) increases

Cllr M Price advised that officers are entitled to one annual SCP award, in addition to the annual RPI increase (RPI increase - as agreed by the unions and the Government) until the officer reaches the top of their payscale, at which point only the RPI increases are payable.

Following discussion, it was proposed by Cllr B McShee, seconded by Cllr S Ellahi and unanimously

RESOLVED that the SCP awards, as detailed in Table 1 below, be approved.

Table 1: SCP increase awards:

Employee Number	Employee Name	SCP Award as at 1 April 2025	SCP Award as at 1 April 2026	Top of payscale
1	Gaynor White	36	36	Yes
2	Victoria Fear	28	28	Yes
4	Helen Lawrence	22	23	No
5	Andy Connor	13	14	No
6	Neil Smart	10	11	No

2026-49 - Communications Officer (part-time role to be established Autumn 2026)

The draft application pack comprising: Job Description, Person Specification, Job Advertisement, interview questions and matrix had been circulated to the Staffing Committee in advance of the meeting.

Following discussion, it was proposed by Cllr J Snowball, seconded by Cllr S Ellahi and unanimously **RESOLVED** that the following recommendations be made to the Full Council:

Recommendations for consideration by the Full Council on 26 February 2026:

1. A Communications Strategy is required to tie in with the new post. Clerk to draft as soon as practicable.
2. Some minor tweaks to the Job Description were suggested, being:
 - Include the use of: Instagram, X, Tik Tok, YouTube and/or any other appropriate platforms
 - The postholder will require to be creative and proactive
 - The effectiveness of the enhanced communications will need to be measured for success
 - Include Media Briefings
3. The role to be advertised in June/July 2026 with interviews taking place August/September.
4. SCP rate to commence at SCP 13 = £15.06ph.
5. The position to be advertised locally, as follows:
 - Parish Council Facebook page
 - Parish Council website
 - Parish Council newsletter
 - Parish Council noticeboards
 - FLGCA magazine
 - Wood Street Village Facebook page
 - Jacobs Well Facebook page

Meeting closed 10:32.

Signed:

Chairman of the Council
Date: 26 February 2026