



**Minutes of the Staffing Committee Meeting held in the
Parish Office, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 19:00 on Thursday 3 September 2026**

2026-291 - Present

Councillors:

CLlr N Crampin, CLlr M Price (Chairman), and CLlr J Snowball.

Officers of the Council:

Miss M Wingate – Clerk to the Council.

Members of the public:

None present.

2026-292 - To appoint a Chairman of the Staffing Committee for the municipal year 2026/2027

It was proposed by CLlr N Crampin, seconded by CLlr J Snowball and unanimously **RESOLVED** that CLlr M Price be appointed Chairman of the Staffing Committee for the municipal year 2026/2027.

2026-293 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

CLlr C Riley had tendered his apologies and reason for absence. These were accepted by the Committee.

2026-294 - Public Participation

No members of the public were present.

2026-295 - 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.

2026-296 - Declaration of Non-pecuniary Interests

No declarations were made.

2026-297 - To review the pay/conditions of service of all staff

The new pay awards had been announced on 27 August 2026. A uniform increase of 3.3% had been applied.

Following discussion, it was proposed by CLlr M Price, seconded by CLlr J Snowball and unanimously **RESOLVED** that the 3.3% pay increase, as negotiated by the unions, be approved and that backpay be paid.

2026-298 - To review the job descriptions for all staff

The updated job descriptions were made available to the Members in advance of the meeting. The Clerk summarised the changes applied.

It was proposed by CLlr J Snowball, seconded by CLlr M Price and unanimously **RESOLVED** that the updated job descriptions be approved.

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.

2026-299 - Structural Governance Review – Staff Capacity (Confidential Report Issued)

The Committee considered a confidential report relating to the Council's organisational capacity.

Cllr M Price proposed a motion that the report be taken forward to Full Council. The motion was not seconded and therefore failed.

An alternative proposal was proposed by Cllr J Snowball, and seconded by Cllr N Crampin, that any staffing proposal and decision be deferred by six months. Upon being put to the vote, the alternative proposal was carried. Cllr M Price voted against the proposal.

2026-300 - Clerk to the Council's 12-week probationary report

The Clerk to the Council's 12-week probationary report had been made available to the Members in advance of meeting.

It was proposed by Cllr M Price, seconded by Cllr J Snowball and unanimously **RESOLVED** that the Clerk's 12-week probationary report be accepted and that the remainder of her probationary period should be completed.

2026-301 - Annual Appraisals

The annual appraisals had been made available to the Members in advance of meeting.

It was proposed by Cllr M Price, seconded by Cllr J Snowball and unanimously **RESOLVED** that the annual appraisals be approved.

Meeting closed 19:30.

Signed:

Chairman of the Council
Date: 24 September 2026