

GODALMING TOWN COUNCIL

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2 September 2016

I HEREBY SUMMON YOU to attend the **STAFFING SUB COMMITTEE** Meeting to be held in **COMMITTEE ROOM 1**, Waverley Borough Council, The Burys, Godalming on THURSDAY, 8 SEPTEMBER 2016 at 7.00pm.

Louise P Goodfellow
Town Clerk

PLEASE NOTE DIFFERENT VENUE FOR THIS MEETING

Committee Members: Councillor Walden – Chairman
Councillor A Bott – Vice Chairman
Councillor Poulter
Councillor Williams
Chairman of Policy & Management (*ex officio*)

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 2 August 2016, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. **STAFF ABSENCES**

In accordance with Standing Order 158 a summary report of staff absences for the year to 31 August 2016 is attached for the information of Members.

5. **TRAINING POLICY REVIEW & CURRENT TRAINING COMMITMENTS**

Members to review the extant training policy (Training Statement of Intent dated 30 April 2009 is attached for the information of Members) and to review the current staff training commitments; (a list detailing staff training committed plus staff training planned but not committed is attached for the information of Members; also attached are details from the financial ledger of expenditure on staff training for the financial year to date).

6. REVIEW OF STAFF RELATED POLICIES

Members to agree a framework and timetable of review of staff related policies (list of staff related policies attached for information of Members).

7. WORK PROGRAMME

This standing item has been moved from its normal place at the top of the agenda because its content is superseded by the agenda items above.

Members to consider the Sub Committee's work programme (attached for the information of Members) and the impact of any decisions made as a result of the agenda items above thereon.

8. ADDITIONAL DATES FOR STAFFING SUB COMMITTEE

Members to agree additional dates for Staffing Sub Committee meetings to meet increased workload in the Sub Committee's work programme. Additional dates and start times to be proposed for the week commencing 3 October and 28 November 2016 (noting that Thursday 6 October is unavailable).

Members to note that this Sub Committee cannot make recommendations directly to Full Council. However, upon agreement of dates at this meeting the Town Clerk will prepare an agenda item for the Full Council to be held on 15 September 2015 asking Council to agree to add the dates to the full schedule of meetings.

9. DATE OF NEXT MEETING

At the current time the next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 9 February 2017 at 7.00 pm in the Council Chamber; this is likely to change as a result of decisions made at Agenda Item 9 above.

10. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

THE COMMITTEE MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

11. POLICY & MANAGEMENT COMMITTEE RESPONSE TO REPORTS BY HR SERVICES PARTNERSHIPS LTD

At its Extraordinary meeting held on 2 August 2016 Members received and considered two tabled reports (referred to as Report A and Report B) submitted by HR Partnership Services Ltd relating to staffing processes. The Staffing Sub Committee resolved:

- to recommend to the Policy & Management Committee the recommendations set out in Report A; and
- that it will take forward the appropriate action in line with the Guidance set out in Report B. (Minute 186-16 refers)

Members to consider the Policy & Management Committee's response to Reports A & B and to consider what further action is appropriate.

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2016 TO MARCH 2017

	APRIL	MAY	JUNE	JULY	AUGUST	CUMULATIVE	2015/16	2014/15	2013/14
	Hours	Hours	Hours	Hours	Hours	Hours			
Available Working Hours	937.4	908.0	996.8	920.4	834.0	4,596.6	10,944.6	9,281.1	8,610.8
Annual Leave Taken	125.8	52.0	59.2	229.4	148.0	614.4	1,132.2	994.6	927.3
Sick Leave Taken	7.4	-	-	-	11.1	18.5	547.7	404.2	47.3
Other Authorised Absence	-	-	-	-	2.5	2.5	32.8	32.0	12.5
Net working hours	804.2	856.0	937.6	691.0	672.4	3,961.2	9,231.9	7,850.3	7,623.7
Net working hours as % of available hours	86%	94%	94%	75%	81%	86%	84%	85%	89%
Sick Leave as a % of Available Hours	0.8%	0.0%	0.0%	0.0%	1.3%	0.4%	5.0%	4.4%	0.5%
Annual Leave taken as a % of Total Annual Leave	10%	4%	5%	18%	12%	49%	82%	84%	83%

Notes:

Annual Leave 2016/17 - Full Year						1051.6	1154.4	992.6	936.5
Annual Leave b/f from 2015/16						199.8	181.3	186.4	177.2
Total Annual Leave Available - Full Year						1251.4	1335.7	1179.0	1113.7

All figures are expressed in hours

GODALMING TOWN COUNCIL – TRAINING – STATEMENT OF INTENT

<p>1. COMMITMENT TO TRAINING</p>	<p>Godalming Town Council is committed to reaching and maintaining the standards expected from a Quality Council through identifying appropriate training needs and providing sufficient resources for its provision.</p>
<p>2. TRAINING NEEDS</p>	<p>The Town Council acknowledges that it is equally important to train both its Members and staff in order to adequately carry out its service provision in an efficient and professional manner. Training will primarily focus on specific topics and areas of work pertinent to local government and will also encompass other relevant training that will enhance the professional skills of staff, benefit Members and thereby improve service delivery.</p> <p>Training will include:</p> <ul style="list-style-type: none"> ➤ Formal training courses ➤ Briefings and seminars ➤ Conferences such as SCAPTC, regional and national
<p>3. IDENTIFYING TRAINING NEEDS</p>	<p>The training needs of staff will be identified through an annual appraisal (appraisal scheme to be introduced Summer 2009). However, should there be a need for staff training due to the introduction of new equipment or the need for specialist knowledge then appropriate training will be provided.</p> <p>All new Councillors will be expected to undergo induction training to include training on the Code of Conduct.</p> <p>A new Chairman will automatically be expected to undergo appropriate training in Chairmanship</p> <p>The Clerk will inform Members of appropriate training/briefing sessions and the Clerk will assess staff training needs through careful monitoring and evaluation of the council's administration process. Changes in legislation will also induce the need for appropriate training. Members will be asked annually to identify their own specific training needs.</p> <p>It is noted that some (dual and triple-hatted) Members will have undertaken relevant training elsewhere and this will be taken into account.</p>
<p>4. RESOURCING TRAINING</p>	<p>Training will be resourced by making sufficient funds available in the precept to ensure that staff and Members are suitably qualified to carry out the functions and duties expected of a Quality Council. There will also be sufficient funds set aside for appropriate technical and other information. Training needs will be matched to the budget on an annual basis.</p>
<p>5. MEASURING THE IMPACT OF TRAINED STAFF AND MEMBERS</p>	<p>The impact of training will be measured through the council's service delivery. Well trained staff and Members will see the benefits through its successes such as:</p> <ul style="list-style-type: none"> ➤ Well chaired council meetings ➤ Professional and pertinent observations on planning applications ➤ Well documented policies and reports ➤ Well managed projects ➤ Well managed finances ➤ Well informed staff and Members ➤ The professional conduct of staff and Members ➤ The achievement of Quality Status

5. TRAINING POLICY REVIEW & CURRENT TRAINING COMMITMENTS

Below is a list of training commitments looking forward:

A Jeffery	Certificate in Local Council Administration	on-going
R Tong	CiLCA	on-going
L Goodfellow	Leadership Programme for Clerks	on-going
L Purnell	Word Press	12 Sept 2016
L Goodfellow	Word Press	12 Sept 2016
R Tong	Clerks' Networking Day	1 Nov 2016
S Gortler	Social Media Training	9 Nov 2016
L Goodfellow	NALC LCC Conference	30 Nov 2016

The following is training required/planned but not yet committed:

All staff	Health & Safety training (to include Manual Handling – essential for R Tong & A Redfern refresher for others; ditto re Fire Safety)
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A/c Code		Staff Training					Annual Budget	2,700	
Centre		Head Office Costs					Committed	0	
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit	
Opening Balance							0.00		
4011	101	1	15/04/2016	105465	Cashbook	Membership - R Tong	250.00		
4011	101	1	21/04/2016	105468	Cashbook	SLCC Membership - Jeffery	280.00		
4011	101	2	17/05/2016	105483	Cashbook	CiLCA Registration Fee x2	500.00		
4011	101	3	22/06/2016	SUR001	Purchase Ledger	HR Training 4/7/16 Goodfellow	55.00		
4011	101	4	27/07/2016	SOC001	Purchase Ledger	3 x Regional Roadshow	103.50		
4011	101	4	01/08/2016	105511	Cashbook	SocialMediaTraining - Gortler	499.00		
4011	101	5	03/08/2016	NAT002	Purchase Ledger	NALC Conference 2016 - Goodfel	210.00		
4011	101	5	11/08/2016	STE001	Purchase Ledger	WordPressTraining-Purnell/Good	190.00		
Account Staff Training							Account Totals	2,087.50	0.00
Centre Head Office Costs							Net Balance Month 5	2,087.50	

Godalming Town Council Staffing Policies

Name of document	Date of Adoption	Last Reviewed	Next Review
Employee Code of Conduct	23/07/2009	06/06/2013	June 2016*
Health and Safety Policy	03/05/2012	31/03/2016	
Equality & Diversity Policy	27/03/2014	27/03/2014	February 2017*
Absence Policy	27/06/2013	19/02/2015	February 2017*
Grievance Policy	30/04/2009	21/03/2013	September 2016*
Training Statement of Intent	30/04/2009		
Code of Conduct on the Use of IT Facilities	13/09/2001	28/11/2013	
Bullying & Harassment Policy	22/09/2011	31/03/2016	
Disciplinary Procedure	30/04/2009	06/06/2016	September 2016*
Appraisal Scheme	23/07/2009	01/03/2013	June 2016*

* Existing Staffing Sub-Committee Work Programme as at 30 August 2016

7. STAFFING SUB-COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Review of Code of Conduct – IT Facilities	This matter has been referred back to the Communications Working Group – nothing further to report at this stages	10/09/15	
Staff Appraisals	2014 Appraisals completed 05/02/15 - this item now refers to 2015 Appraisals. Appraisals now delayed and due to commence in April 2016.	30/04/16	
Review Health & Safety Policy	Reviewed without amendment on 11 February 2016. Recommended to P&M for onward recommendation to Full Council.	11/02/16	
Review Bullying & Harassment Policy	Reviewed without amendment on 11 February 2016. Recommended to P&M for onward recommendation to Full Council.	11/02/16	
Review Appraisal Scheme		June 2016	
Review Code of Conduct		June 2016	
Review Disciplinary Procedures		September 2016	
Review Grievance Procedures		September 2016	
Review Equality & Diversity Statement		February 2017	

TASK	PROGRESS	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Review Absence Policy		February 2017	

LIST OF STAFFING & OTHER RELEVANT POLICIES

Policy Document	Finalised By	Date Finalised
Absence Policy	P&M	9 February 2015
Appraisal Scheme	Staffing Sub Committee	1 February 2013
Bullying & Harassment Policy	Full Council	22 September 2011
Code of Conduct	P&M	6 June 2013
Code of Conduct IT Facilities	Full Council	13 September 2001
Disciplinary Procedures	P&M	6 June 2013
Equality & Diversity Statement	Full Council	27 March 2014
Grievance Procedures	Full Council	21 March 2013
Health & Safety Policy	Full Council	November 2013

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.