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107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

4 February 2022

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in The Pepperpot, High Street, Godalming on THURSDAY, 10 FEBRUARY 2022 at 6.30pm.

Andy Jeffery  
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

**Where possible proceedings will be live streamed via the Town Council's Facebook page.** If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members: Councillor Ashworth  
Councillor Cosser  
Councillor Duce – Vice-Chair  
Councillor Hullah – Chair  
Councillor Williams  
Chair of Policy & Management (*ex officio*)

## **AGENDA**

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 11 November 2021, 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. **WORK PROGRAMME**

Members to review the committee's work programme, copy attached for the information of Members.

5. **STAFF ABSENCES & TOIL**

In accordance with Standing Order 146 a summary report of staff absences for February 2022 is attached for the information of Members

6. **REVIEW OF POLICY DOCUMENTS – ITEM FOR DECISION**

**Recommendation – Members to consider the adopted documents detailed below and if appropriate resolve to approve amended documents for adoption by Full Council.**

(Members to note that if no amendments are recommended the existing document remains extant).

**Dignity at Work Policy**

Members are requested to consider the Council's published [Dignity at Work Policy](#) and if appropriate recommend amendments.

Officers make no recommendations for amendment.

**Code of Conduct - IT**

Members are requested to consider the Council's published [Code of Conduct – IT Facilities](#) and if appropriate recommend amendments.

Officers make no recommendations for amendment.

**Social Media Policy**

Members are requested to consider the Council's published [Social Media Policy](#) and if appropriate recommend amendments.

Officers make no recommendations for amendment.

**First Aid Policy**

Members are requested to consider the First Aid Policy (attached for the information of Members). Members to note that this policy has been revised to reflect changes in GTC office accommodation and the future opening of the Godalming and Farncombe Youth Centre.

**Fire Safety & Emergency Procedure Policy**

Members are requested to consider the Fire Safety & Emergency Procedure Policy (attached for the information of Members). Members to note that this policy has been revised to reflect changes in GTC office accommodation.

7. **STAFF PAY RISE – ITEM FOR DECISION**

As Members will be aware, GTC staff terms and conditions, including salary scales are agreed under the NJC (Admin and Direct Labour Force) or JNC (Youth Work), at present GTC still awaits the decision on the nationally agreed pay rises for 2021-22.

On 31 January 2022, the Surrey Association of Local Councils (Surrey ALC) issued an advisory note highlighting that the lack of agreement is presenting some councils with difficulties around budget setting, as well as the delay potentially impacting on staff morale and on other areas of importance to staff e.g. on other benefits that employees may receive.

As previously reported the 'Employer' has offered 1.75% which has been rejected. Unions are holding ballots (2/3 different unions) which will close in February. It could, therefore, be several months before the outcome is known.

It has been suggested in some quarters that councils could agree to pay the 1.75% now and the balance later if there is an increase in the current offer. NALC has been asked to advise if this is legal. However, so far no advice has been forthcoming.

The view of Surrey ALC is that the Employer's offer of 1.75% has not been accepted and, therefore, any premature pay out may be unsound and challenged by the External Auditor.

Surrey ALC highlighted that councils can at any time award salary increases based on performance, so this could be a way of providing some increase in salary pending final settlement. However, on balance Surrey ALC feel it would be better to wait for the NALC advice (County Officers have pressed NALC for an urgent response).

Whilst the Town Clerk, as head of paid staff, would of course wish for the pay settlement to be agreed, it is his view that awarding a performance based increase for staff outwith of the Council's normal procedures cannot be justified and of itself could also be challenged by the External Auditor. This could be especially true because, if the Council were minded to follow that route, any award would need to be equitable across the staffing establishment in order to prevent disgruntlement between staff. As such, whilst not particularly satisfactory, **it is recommended that any staff pay award for the year 2021-22 is awarded once the final settlement is agreed.**

**If Members are in agreement, it is further recommended that:**

- A. Members recommend to the Policy & Management Committee of 10 March 2022 that if the final agreed settlement is at 2% or below, the Town Clerk may authorise its payment (including any backdated agreement) without further recourse to committee.**
- B. If the final agreed settlement is over 2% the Town Clerk is to seek authorisation for payment at the next available Policy & Management Committee after the award notification.**

#### 8. MUSEUM RECRUITMENT – ITEM TO NOTE

Members are requested to note the imminent retirement of the Museum's Volunteers' Co-ordinator. In light of this announcement and Members' previously expressed concerns regarding staff availability during the museum's opening hours, the Town Clerk has held discussions with the Curator and the Museum Trustees to explore opening hour options to enable the museum to operate within the existing staffing budget, whilst also utilising the footfall data provided by GTC. These discussions resulted in adjustments to the museum opening times which will, from April, include Sunday opening and a once per month early evening opening on a Thursday, it is hoped that the new opening times will be a better fit for residents and visitors to the town.

It was considered that separating the functions of managing the museum volunteers and that of being the building supervisor for Sunday opening, whilst keeping within the equivalent employment costs of the previous role, offered the best option. Revised job descriptions were established and sent to the Council's HR consultants for checking.

Recruitment has been undertaken using an online agency and local social media, the deadline for applications being 14 February, with shortlisting to be completed by 17 February with interviews shortly thereafter.

#### 9. YOUTH SERVICES OFFICER UPDATE AND SUPPORT WORKER RECRUITMENT

Members will wish to note that the Youth Services Officer (YSO) started with the Council on 4 January and having completed induction is currently split working between GTC offices and Broadwater Park Community Centre.

Working with the RFO, the YSO is currently establishing staffing requirements for delivering youth work at Broadwater Park within the approved youth service budget. The nature of youth support work is such that many work in other roles with young people such as teaching assistants or have other part time roles that lend themselves to part time youth support roles. However, there is a recruitment and training cost associated with each role and whilst it might be possible to recruit for fewer hours, the YSO and RFO have established 6.5 hours per week

as the minimum requirement for recruitment either as a youth support worker in charge or youth support worker. Ideally these positions will be supplemented by youth support volunteers.

The YSO has established job descriptions and personal specifications for each of the paid roles, which have been reviewed by the Council's HR consultants (attached for the information of Members).

Members are requested to resolve that the YSO may undertake recruitment for youth support workers, within the agreed youth service budget, to support youth work activities and programmes at Broadwater Park. Start dates to be no earlier than the beginning of the 2022/23 financial year.

10. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

11. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 26 May 2022 at 8.10pm, or at the conclusion of the preceding Policy & Management Committee meeting, whichever is later.

12. ANNOUNCEMENTS

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

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE MAY WISH TO RESOLVE TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 13 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

13. STAFFING MATTERS

Members to receive updates on staffing matters from the Town Clerk and RFO.

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
TC Six meeting	Chair of Staffing & Leader of Council to hold quarterly meeting with TC	Jan 22 & June 22	3
Staff Meeting	Chair of Staffing & Leader of the Council to attend staff meeting	March 2022	2
Report Staff Appraisals Undertaken	Chair of Staffing & P&M to conduct TC annual appraisal	15 Sept 2021	1

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
Disciplinary Procedure	26 September 2019	11 November 2021
Grievance Policy	26 September 2019	11 November 2021
Training Statement of Intent	19 July 2018	11 November 2021
Dignity at Work Policy	19 December 2019	10 February 2022 <b>On this agenda</b>
Fire Safety Precautions and Emergency Procedures	15 November 2018	February 2022 <b>On this agenda</b>
First Aid Policy	15 November 2018	February 2022 <b>On this agenda</b>
Code of Conduct – IT Facilities	22 March 2018 Reviewed Feb 2020	February 2022 <b>On this agenda</b>
Social Media Policy	22 March 2018 Reviewed Feb 2020	February 2022 <b>On this agenda</b>

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
Employee Code of Conduct	13 September 2018 Reviewed Feb 2020	September 2022
DBS Data Handling Policy	15 November 2018 Reviewed Feb 2020	November 2022
Recruitment of Ex-Offenders Policy	15 November 2018 Reviewed Feb 2020	November 2022
Recruitment of Ex-Offenders Policy Statement	15 November 2018 Reviewed Feb 2020	November 2022
Absence & Sick Pay Policy and Procedure	4 July 2019 Reviewed Jul 2021	July 2023
Appraisal Scheme	28 March 2019 Reviewed Sep 2021	September 2023
Leave Policy	4 July 2019 Reviewed Sep 2021	September 2023
Lone & Flexible Working Policy	15 November 2018 Reviewed Sep 2021	September 2023

**GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2021 TO FEBRUARY 2022**

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	<b>CUMULATIVE</b>	<b>2020/21</b>	2019/20	2018/19
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	<b>Hours</b>			
Available Working Hours	1,362.6	1,343.7	1,604.0	1,630.8	1,520.9	1,624.8	1,556.5	1,522.2	1,396.3	1,769.4	<b>15,331.2</b>	15,801.4	13,107.4	10,865.6
Annual Leave Taken	40.7	40.7	143.8	244.5	311.3	150.3	106.8	177.6	183.0	96.2	<b>1,494.9</b>	1,305.4	1,415.2	1,338.8
Sick Leave Taken	-	12.4	175.6	201.5	152.6	263.1	230.7	148.0	103.5	97.4	<b>1,384.8</b>	239.8	88.1	67.5
Other Authorised Absence	7.4	-	1.0	-	-	-	1.0	51.8	-	-	<b>61.2</b>	30.4	9.7	4.0
Net working hours	1,314.5	1,290.6	1,283.6	1,184.8	1,057.0	1,211.4	1,218.0	1,144.8	1,109.8	1,575.8	<b>12,390.3</b>	14,225.8	11,594.4	9,455.3
Net working hours as % of available hours	96%	96%	80%	73%	69%	75%	78%	75%	79%	89%	<b>81%</b>	90%	88%	87%
Sick Leave as a % of Available Hours	0.0%	0.9%	10.9%	12.4%	10.0%	16.2%	14.8%	9.7%	7.4%	5.5%	<b>9.0%</b>	1.5%	0.7%	0.6%
Annual Leave taken as a % of Total Annual Leave	2%	2%	7%	12%	15%	7%	5%	9%	9%	5%	<b>73%</b>	84%	94%	93%
Notes:														
Annual Leave 2020/21 - Full Year											<b>1810.35</b>	1508	1444.2	1266.6
Annual Leave b/f from 2019/20											<b>234.3</b>	45.7	64.4	168.6
Total Annual Leave Available - Full Year											<b>2044.7</b>	1553.7	1508.6	1435.2

All figures are expressed in hours

**GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2021 TO JANUARY 2022**

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	CUMULATIVE
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Opening TOIL Balance	72.0	76.2	64.2	24.5	23.2	37.2	48.3	38.5	88.0	42.2	-	-	
Accumulated	43.5	8.0	-	-	26.3	33.5	10.2	74.2	6.5	-	-	-	<b>202.0</b>
Taken	39.3	20.0	39.3	1.3	12.3	22.3	20.0	25.0	52.3	-	-	-	<b>231.8</b>
Closing TOIL Balance	<u>76.2</u>	<u>64.2</u>	<u>24.5</u>	<u>23.2</u>	<u>37.2</u>	<u>48.3</u>	<u>38.5</u>	<u>88.0</u>	<u>42.2</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Festivals	-	-	-	-	-	-	-	27.5	-	-	-	-	<b>27.5</b>
Council Meetings	7.2	-	-	-	-	7.0	2.0	5.3	-	-	-	-	<b>21.5</b>
Parish Meetings	-	-	-	-	-	-	-	-	-	-	-	-	<b>-</b>
Other Evening Meetings	-	-	-	-	-	-	-	-	-	-	-	-	<b>-</b>
Civic Events	-	-	-	-	-	-	-	29.0	-	-	-	-	<b>29.0</b>
Other	36.3	8.0	-	-	26.3	26.5	8.2	12.0	6.5	-	-	-	<b>123.7</b>
	<u>43.5</u>	<u>8.0</u>	<u>-</u>	<u>-</u>	<u>26.3</u>	<u>33.5</u>	<u>10.2</u>	<u>74.2</u>	<u>6.5</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b>202.0</b>

SC 10.02.2022  
Agenda Item 5



## **FIRST AID POLICY**

### **ORGANISATION AND ARRANGEMENTS**

The Health and Safety (First Aid) Regulations 1981 impose a duty on employers to provide first aid support and facilities for their employees. Godalming Town Council considers a high standard of first aid service to be a vital component in maintaining high standards of health and safety at work and has, therefore, adopted the following First Aid Policy.

### **DEFINITIONS**

First Aid is defined in the Health and Safety (First Aid) Regulations 1981 as a case where a person will need help from a medical practitioner or nurse in the event of serious injury or illness; where such help is not available, a First Aider will provide treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained. It also covers treatment of minor injuries and minor illness, which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

These regulations apply only to employees although some First Aid provision is made for users of the Council's community buildings.

The Health and Safety (First Aid) Regulations 1981 place a general responsibility on employers to provide appropriate first aid facilities. First Aid Boxes are provided at all of the Council's premises and in Council owned vehicles. In the case of lone workers - if they sustain a minor injury, they might be able to use a first aid box or telephone for help.

### **FIRST AID ORGANISATION**

1. Overall responsibility for fulfilling the first aid policy of the Council rests with the Town Clerk.
2. The person dealing with a first aid incident must inform the Town Clerk or Facilities Supervisor as soon as possible.
3. If an accident involves a member of staff, the Town Clerk or Facilities Supervisor, will inform the next of kin.
4. The Support Services Officer will make appropriate arrangements to ensure at least two members of the administrative staff have undertaken work place first aid training, plus at least one member of the museum staff and both grounds and maintenance supervisors.
5. The Youth Services Officer will make appropriate arrangements to ensure at least one qualified first aider is in attendance during youth work sessions.
6. The Town Clerk will delegate the procurement of first aid equipment and medical supplies for the Town Council offices and all Town Council premises to the Facilities Supervisor.
7. The Facilities Supervisor shall be responsible for ensuring that the First Aid Boxes at the Town Council offices and the Community Buildings are regularly restocked as necessary.

8. The most senior member of staff present at the time of any accident is to ensure that the Accident Book is completed.

**N.B. An ambulance is required to be summoned in all cases where a casualty loses consciousness for any period.**



Supporting Our Community

## **FIRE SAFETY PRECAUTIONS & EMERGENCY PROCEDURES** **107-109 HIGH STREET /COUNCIL MEETINGS**

Fire in any building is a potential killer. It is important that all staff are familiar with the fire precautions for the areas that they find themselves in while you are at work. The Town Clerk should ensure that all new employees are made aware of the fire precautions and procedures in the Town Council offices on the first day of their employment.

Staff should be aware of the alternative means of escape. If a member of staff is hosting visitors – at a Committee or other meeting, they are to ensure that the fire evacuation information is given out before the meeting commences.

### **SOUNDING THE ALARM**

The alarm will be raised, normally by the continuous ringing of a loud bell. On hearing the alarm, staff are to leave the building immediately. Staff and any visitors are to make their way to the evacuation muster point by The Red Lion and are to await the instructions of the designated Fire Marshal or the Fire Brigade before returning to the Council Offices.

### **FIRE EVACUATION WARDENS – COUNCIL OFFICES**

The RFO is the Town Council office Fire Evacuation Warden (in the absence of the RFO this role will be undertaken by the Support Services Executive). The Fire Evacuation Warden will ensure the Town Council offices are empty and report this to the person in charge at the assembly area. Staff are to obey the instructions of Fire Wardens when the fire alarm sounds. . Irrespective of whether the evacuated site is on a monitored alarm system or not, the Fire Warden is to ring 999 and report the incident to the Fire Brigade.

### **FIRE EVACUATION WARDENS – COUNCIL MEETINGS**

Irrespective of the location of a Council Meeting, the meeting clerk is to act as the Fire Evacuation Warden to ensure that the meeting room is vacated and report this to the person in charge of the assembly area/fire officer as appropriate. As the WBC do not provide a permanent receptionist during evening GTC meetings, the GTC Fire Evacuation Warden may not immediately be able to find the WBC designated Fire Warden, therefore during evening meetings the Clerk acting as Fire Evacuation Warden is to ring 999 and report the incident to the Fire Brigade.

### **DISCOVERING A FIRE**

If you discover a fire you should **raise the alarm at once**. There are manual call points (alarm buttons covered by a glass window, also known as “break glasses”) by all final points of exit in the Council Offices and at all locations used for Council Meetings, i.e WBC Council Chamber, Pepperpot, Wilfrid Noyce Centre and the Museum. To raise the alarm break the glass (carefully), this will activate the fire alarm. Irrespective of whether the evacuated site is on a monitored alarm system or not, the Fire Warden is to ring 999 and report the incident to the Fire Brigade. If safe to do so close all doors and windows and leave the building by the nearest safe route. Once outside, tell the person responsible where the fire you discovered is located.

### **FIRE EXTINGUISHERS**

Fire extinguishers are only to be used for small fires, for example a small fire in a waste bin. If you have not used a fire extinguisher before, the time to learn is **not** when there is a fire.

## **GOOD HOUSEKEEPING**

If you see or become aware of any blocked fire exits, potential sources of a fire or anything else which you think may compromise safety in the event of a fire it is your duty to report it, normally to the Facilities Supervisor. If the situation is not resolved quickly, contact the Town Clerk.

## **BOMB THREAT CALL – MUNICIPAL BUILDINGS**

In the event that you receive a bomb threat call please ask the following questions and keep the caller talking as long as possible

**WHERE IS THE BOMB?**

**WHAT TIME WILL IT GO OFF?**

**WHAT DOES IT LOOK LIKE?**

**WHY ARE YOU DOING THIS?**

**WHO ARE YOU?**

At the end of the call immediately ring the emergency number 999 and report the incident. Then notify the town clerk or facilities supervisor

Write down the exact words of the message.

Record anything that was specific about the caller - e.g.

**Calm or excited**

**Male or female**

**Accent or odd language use**

**Old or young sounding**

**Background noise or music**

**If on contact with the police service they instruct the evacuation of the building, the evacuation button on the Fire System Control panel should be used to initial an evacuation.**

If you come across a suspect package, parcel or bag etc. – please:

**Report the package to the Town Clerk or Facilities Supervisor**

**DO NOT ATTEMPT TO OPEN IT YOURSELF.**

**If the package cannot be identified the police are to be contacted, staff should follow the advice given by the emergency services.**

## **TERRORIST ACTION BY POST – 109-107 HIGH STREET**

### **THE THREAT IS MINIMAL**

Terrorist (or other criminal) action intent on causing harm using the postal system is extremely rare and the Town Council is not considered to be an especially vulnerable target. Although there have been incidents in the UK since September 2001, which have been proven criminal hoaxes. Any incident, however, for the sake of the safety of staff, must be treated seriously.

### **WHAT TO DO IF YOU RECEIVE A SUSPICIOUS COMMUNICATION THROUGH THE POST**

The key advice is:

Your suspicions may be aroused particularly through a combination of the following conditions:

- the means of delivery is unexpected;
- the source of the communication is unknown to you or the source cannot be surmised;
- the addressing of the package is unusual;
- the package is discoloured/stained and/or gives off an unidentifiable smell;
- the package has excessive postage;
- there is excessive binding around the package; etc.

If a package is received that appears suspicious, if practicable place the suspect article in a bag or container that can be sealed and the call **101** for advice, if you remain concerned call 999.

### **WHAT TO DO IF PEOPLE HAVE BEEN POTENTIALLY CONTAMINATED**

If a package is leaking, has been opened and is found to contain a suspicious substance and people have been potentially contaminated by a powder or a liquid, again contact **101** and, if practicable, place the suspect article in a bag or container that can be sealed.

Close doors and windows and evacuate the immediate area in which the article has been handled. For staff within the Council Offices, Godalming you should assemble in the Pepperpot Meeting Room, but please note that it is critically important that all staff who have come into contact with the suspicious article should go to the evacuation area and remain in that area until otherwise advised, following receipt of advice from the emergency services.

Put some form of sign on the outside of the door into the evacuated area to ensure that other staff do not inadvertently enter what may be a contaminated area.



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## **JOB DESCRIPTION**

<b>Job Title:</b>	Youth Support Worker in Charge
<b>Location:</b>	Broadwater Park Community Centre, Broadwater Park, Summers Road, Godalming, GU7 4BH
<b>Reports To:</b>	Youth Services Officer
<b>Responsible For:</b>	Youth Support Worker(s)
<b>Hours of Work:</b>	Minimum 6.5 hours per week, Term Time only
<b>Role Purpose:</b>	To work directly with young people to develop their social education by providing programmes of activities, services and facilities that encourage the active participation of young people aged 11-18 (up to 25 for those with an additional Special Educational and Disability Need (SEND)).

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### **1. Principal Responsibilities**

- To be engaged in face-to-face afternoon and/or evening youth work (online activities may be applicable if circumstances change). Within these sessions, build working relationships with young people with the purpose of supporting their well-being, emotional and physical development, in line with the objectives of Godalming Town Council's Youth Service.
- Plan, deliver and evaluate youth work programmes that enhance the knowledge, awareness, and personal development of young people, responding to any specific needs amongst young people.
- Take responsibility within programmes for implementing Godalming Town Council's Youth Services' session planning and evaluation tools to monitor progress, evidence good practice and capture impact.
- Involve young people in decision-making processes, ensure they can shape and influence delivery, feel empowered to take on responsibilities and contribute to the community they live in.
- Lead by example, embedding best practice within your youth work planning, delivery and evaluation
- Engage in training, study and other appropriate courses approved by Godalming Town Council's Youth Service.
- Undertake administrative duties commensurate to your role (including budget control and accurate and appropriate record keeping).

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- Advocate on behalf of the young people of Godalming, championing and celebrating their successes.
- Organise, deliver and evaluate innovative youth work programmes that promote social inclusion and develop youth work responses to support vulnerable groups of young people.
- Ensure the highest standards of safety and protection of children, young people and other vulnerable people by implementing policies for child protection and safeguarding.
- Ensure that all health and safety instructions are followed, and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.
- Identify any facilities or equipment needs and share this information with the Youth Services Officer.
- Ensure that the requirements of the Godalming Town Council's Equal Opportunities Policies are met, in particular in regard to protected characteristics and those with Special Educational Needs and Disabilities (SEND).
- Attend and participate in the planning and delivery of events and other related activities such as training events and staff meetings.

### **2. Other Responsibilities**

- Liaise with the Youth Services Officer regarding youth work facilities and resources, ensuring that these are kept in a useable condition, ensuring that required housekeeping and safety checks are undertaken.
- Complete and regularly review/update risk assessments for activities held either at the Broadwater Park Community Centre or offsite.
- To carry out any other duties commensurate to the level of this post as required.
- To improve the life chances of young people by connecting learning and self-development opportunities to recognised accreditation qualifications as guided by the Youth Services Officer.

### **3. Additional Information**

- Post holder duties may include travel within the Town/Borough/County. Travel allowance will be paid in accordance with the HMRC approved rates.
- This role requires an Enhanced DBS clearance.

**NB.** This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes. It is the practice of Godalming Town Council to examine job descriptions from time to time and to update them to ensure they relate to the job being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.

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## **PERSON SPECIFICATION**

**Job Title:** Youth Support Worker in Charge

**Reporting to:** Youth Services Officer

### **Work Experience & Knowledge**

*Whether experience and knowledge is essential or desirable is indicated after each one.*

- *Level Three Diploma in Youth Work* or equivalent training relevant to supervising youth work sessions (Essential)
- **NB This role will be subject to the successful completion of a Level Three Diploma in Youth Work within 12 months' of appointment**
- Experience of working with young people and/or community groups in some capacity either voluntary or within paid employment (Essential)
- Awareness of Health & Safety and Safeguarding legislation and its application in the workplace (Desirable)
- Experience of implementing policies around child protection and safeguarding (Essential)
- Computer literate in basic level Microsoft office including Excel, Word (Essential)
- Understanding of the importance for inclusion of all young people (Desirable)

### **Skills and Abilities**

*Whether experience and knowledge is essential or desirable is indicated after each one.*

#### **Managing People**

- Ability to build effective and positive relationships with a wide range of young people and community-based groups (Essential)
- Ability to provide advice, guidance and support to Youth Support Workers (Essential)
- Ability to manage and deescalate conflict (Desirable)

#### **Communication**

- Sound communication and interpersonal skills in order to provide clear and concise guidance to a range of young people, including the ability to use initiative to answer unanticipated queries from both young people and members of the community (Essential)
- Ability to organise and present accurate information (Essential)
- Good standard of literacy and numeracy (Essential)

#### **Organisation**

- Ability to write reports and keep accurate records (Essential)
- Ability to ensure youth work procedures are implemented, including developing session plans, creating written evaluations and completing risk assessments for activities as appropriate (Essential)

#### **Other**

- Access to own car and holds a full clean driving licence (Desirable)
- Willing to work evenings and weekends if required and staff 2-3 sessions per week (Essential)



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Personal Attributes

- Ability to positively engage with other groups and organisations, staff and volunteers (Desirable)
- Ability to work within and lead a small team (Essential)
- Ability to take responsibility for own professional development (Desirable)
- Able to undertake safe manual handling of equipment (Essential)

Competencies

- Supports equality and diversity and respects customers, clients and other members of staff regardless of gender, age, disability, sexual orientation, religion or ethnic origin (Essential).
- Works with a focus on delivering services to the public, acting with integrity and respect on behalf of Godalming Town Council and honouring confidentiality (Essential).
- Works as part of a team in order to deliver a service to others, collaborating with and supporting others (Essential).
- Maintain a high standard of personal conduct, not undertaking any actions that might bring Godalming Town Council into disrepute (Essential)

Please state on the application form how you meet the criteria in the job specification and person specification.



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## **JOB DESCRIPTION**

<b>Job Title:</b>	Youth Support Worker
<b>Location:</b>	Broadwater Park Community Centre, Broadwater Park, Summers Road, Godalming, GU7 4BH
<b>Reports To:</b>	Youth Support Worker in Charge, Youth Services Officer
<b>Hours of Work:</b>	Minimum 6.5 hours per week, Term Time only
<b>Role Purpose:</b>	To work directly with young people to develop their social education by providing programmes of activities, services and facilities that encourage the active participation of young people aged 11-18 (up to 25 for those with an additional Special Educational and Disability Need (SEND)).

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### **1. Principal Duties and Responsibilities**

- To be engaged in face to face afternoon and/or evening youth work (online activities may be applicable if circumstances change). Within these sessions, build working relationships with young people with the purpose of supporting their well-being, emotional and physical development, in line with the objectives of Godalming Town Council's Youth Service.
- Assist with planning, delivering and evaluating youth work programmes that enhance the knowledge, awareness, and personal development of young people, responding to any specific needs amongst young people.
- Support and contribute to the implementation of Godalming Town Council's Youth Services' session planning and evaluation tools to monitor progress, evidence good practice and capture impact.
- Involve young people in decision-making processes, ensure they can shape and influence delivery, feel empowered to take on responsibilities and contribute to the community they live in.
- Engage in training, study and other appropriate courses approved by Godalming Town Council's Youth Service.
- Undertake administrative duties commensurate to your role (including appropriate record keeping).
- Advocate on behalf of the young people of Godalming, championing and celebrating their successes.

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- Support the delivery of innovative youth work programmes that promote social inclusion and develop youth work responses to support vulnerable groups of young people.
- Ensure the highest standards of safety and protection of children, young people and other vulnerable people by implementing policies for child protection and safeguarding.
- Ensure that all health and safety instructions are followed, and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.
- Identify any facilities or equipment needs and share this information with the Youth Services Officer.
- Ensure that the requirements of Godalming Town Council's Equal Opportunities Policies are met, in particular in regard to protected characteristics and those with Special Educational Needs and Disabilities (SEND).
- Attend and participate in the planning and delivery of events and other related activities such as training events and staff meetings.

### 2. Other Responsibilities

- Support the Youth Services Officer regarding youth work facilities and resources, ensuring that these are kept in a useable condition, ensuring that required housekeeping and safety checks are undertaken.
- Assist the Youth Support Worker in Charge with the completion and regular review/update of risk assessments for activities held either at the Broadwater Park Centre or offsite.
- To carry out any other duties commensurate to the level of this post as required.
- To improve the life chances of young people by connecting learning and self-development opportunities to recognised accreditation qualifications as guided by the Youth Services Officer.

### 3. Additional Information

- Post holder duties may include travel within the town/borough/county. Travel allowance will be paid in accordance with the HMRC approved rates.
- This role requires an Enhanced DBS clearance.

**NB.** This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes. It is the practice of Godalming Town Council to examine job descriptions from time to time and to update them to ensure they relate to the job being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.

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## **PERSON SPECIFICATION**

**Job Title:** Youth Support Worker

**Reporting to:** Youth Support Worker in Charge (in session), Youth Services Officer (overall)

### **Work Experience & Knowledge**

*Whether experience and knowledge is essential or desirable is indicated after each one.*

- *Level Two Certificate in Youth Work or equivalent training relevant to delivering youth work sessions (Essential). The post holder is required to have completed a Certificate in Youth Work at Level Two. For those without a Level Two Certificate in Youth Work, you will be required to complete this as part of your post, within 12 months of appointment<sup>1</sup>*
- Experience of working with young people and/or community groups in some capacity either voluntary or within paid employment (Desirable)
- Awareness of Health & Safety and legislation and its application in the workplace (Desirable)
- Experience of implementing policies around child protection and safeguarding (Essential)
- Computer Literate in basic level Microsoft office including Excel, Word (Essential)
- Understanding of the importance for inclusion of all young people (Desirable)

### **Skills and Abilities**

*Whether experience and knowledge is essential or desirable is indicated after each one.*

#### **Interpersonal Skills**

- Ability to build effective and positive relationships with a wide range of young people and community-based groups (Essential)
- Ability to manage and de-escalate conflict (Desirable)

#### **Communication**

- Sound communication and interpersonal skills in order to provide clear and concise guidance to a range of young people, including the ability to use initiative to answer unanticipated queries from both young people and members of the community (Essential)
- Ability to organise and present accurate information (Essential)
- Good Standard of literacy and numeracy (Essential)

#### **Organisation**

- Ability to write reports and keep accurate records (Essential)
- Ability to ensure youth work procedures are implemented, including developing session plans, creating written evaluations and completing risk assessments for activities as appropriate (Essential)

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<sup>1</sup> Contract will be subject to successful completion of the Level Two Certificate in Youth Work within 12 months of appointment. Appointee salary will be within the *Youth and Community Support Worker JNC* grading structure, incrementing on completion of the qualification. Further information is available on the National Youth Agency Website: <https://nya.org.uk/youth-work/jnc/>

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### Other

- Access to own car and holds a full clean driving licence (Desirable)
- Willing to work evenings and weekends if required and staff 2/3 sessions per week (Essential)

### Personal Attributes

- Ability to positively engage with other groups and organisations, staff and volunteers (Essential)
- Ability to work within a small team (Essential)
- Ability to take responsibility for own professional development (Essential)
- Able to undertake safe manual handling of equipment (Essential)

### Competencies

- Supports equality and diversity and respects customers, clients and other members of staff regardless of gender, age, disability, sexual orientation, religion or ethnic origin (Essential).
- Works with a focus on delivering services to the public, acting with integrity and respect on behalf of Godalming Town Council and honouring confidentiality (Essential).
- Works as part of a team in order to deliver a service to others, collaborating with and supporting others (Essential).
- Maintain a high standard of personal conduct, not undertaking any actions that might bring Godalming Town Council into disrepute (Essential)

Please state on the application form how you meet the criteria in the job specification and person specification.

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

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