

Tel: 01483 523575
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

4 July 2025

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in Committee Room 1, Waverley Borough Council, The Burys, Godalming on THURSDAY, 10 JULY 2025 at 7.00pm or on conclusion of the preceding Audit Committee meeting

Andy Jeffery

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

Committee Members: Councillor S Downey – Vice Chair
Councillor Duce
Councillor Heagin – Chair
Councillor Holliday
Councillor Weightman
Councillor Follows (ex officio)

A G E N D A

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 22 May 2025, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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. **YOUTH SUPPORT GROUP**

Members to receive an update from the Committee Chair of the meeting of the Youth Support Group held on Monday, 16 June. The Chair to recommend the reassigning of the Support Group from the Staffing Committee to the Policy & Management Committee.

6. REVIEW OF FIRST AID POLICY AND ALIGNMENT WITH LEGAL REQUIREMENTS VIA CITATION – ITEM FOR DECISION

Godalming Town Council (GTC) has historically maintained a separate First Aid Policy to guide the provision of first aid within its premises. However, since the adoption of the Citation Health & Safety Management System, the statutory requirements for workplace first aid provision are now comprehensively addressed through the structured process of **Workplace First Aid Needs Assessments** (WFANAs). These assessments are conducted for each GTC-managed site and are based on HSE legal requirements and best practice.

Background:

The **Health and Safety (First Aid) Regulations 1981**, Regulation 3, requires employers to make "adequate and appropriate" provision for first aid. The HSE's guidance (L74) outlines that a First Aid Needs Assessment is the key mechanism by which this adequacy is determined.

GTC's Citation system:

- Provides site-specific First Aid Needs Assessments based on work activity, staffing levels, building layout, and access to emergency services.
- Identifies named first aiders, required training levels, and necessary equipment at each location.
- Ensures the Council remains compliant with up-to-date legislation and HSE guidance.
- Is maintained and updated by the Operations & Compliance Officer as part of GTC's formal arrangement with Citation.

A copy of the Citation template for this assessment is attached for the information of Members which has been completed for the Town Council office.

Consideration:

The existence of a separate GTC First Aid Policy, running parallel to the legally grounded and professionally maintained WFANAs, introduces:

- **Duplication of effort** – administrative and operational overhead for no added compliance benefit.
- **Risk of divergence** – conflicting or outdated instructions between policy and assessment documents.
- **Reduced clarity** – potential confusion among staff or auditors about which document takes precedence.

Recommendation:

That the Staffing Committee:

1. **Recognises** that the First Aid Needs Assessment process, implemented via Citation, provides a live, site-specific, and legally compliant record of first aid provision for all GTC-managed premises.
2. **Notes** that the maintenance of a separate standalone First Aid Policy is now unnecessary and carries a risk of inconsistency with statutory documentation.
3. **Agrees** to withdraw the legacy GTC First Aid Policy with immediate effect and rely solely on the WFANAs and Citation-led procedures to meet the GTC's legal obligations.
4. **Requests** that WFANAs for all GTC sites be reviewed annually by the Operations & Compliance Officer and after any significant change in operations, staffing, or building use.

7. REVIEW OF POLICY DOCUMENTS

Due to the recent adoption by Full Council of revised Health & Safety Policy Statement and Health & Safety Policy Arrangements, it is suggested that the policy documents listed below are first appraised by the Operations & Compliance Officer and considered by the SHE Committee prior to review by this committee.

Fire Safety Precautions & Emergency Procedures
Lone Working Policy
First Aid Policy – Dependent on agenda item above

8. COMMUNICATIONS ARISING FROM THIS MEETING

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

9. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 4 September 2025 at 7.00pm or at the conclusion of the preceding Full Council meeting, whichever is later.

10. 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) 11 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

11. STAFFING MATTERS

- Members to receive a report relating to temporary changes to staffing arrangements at Godalming Museum (attached for Information of Members).
- Members to receive an update from the Committee Chair on outstanding and arising staffing matters.

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS		COMMENT	
Staff Meeting	Maintenance, Youth Service Area visits complete. Support Services due 25 April			
Staffing Planning 2025-2028	Ongoing			
Review reporting chain within the Dignity at Work Policy when/if changes occur to the leadership positions within the Council	Ongoing		To ensure gender options within the reporting chain for staffing issues.	
POLICY REVIEWS <i>to be updated following review on this agenda</i>		PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Lone & Flexible Working Policy		Cllr Heagin	15 November 2018/ Reviewed September 2021	Q3 2023
First Aid Policy		Cllr Heagin	28 April 2022	Q2 2024
Fire Safety Precautions & Emergency Procedures		Cllr Heagin	Adopted 21 July 2022	Q3 2024
Modern Day Slavery Statement		Cllr Kiehl	1 April 2021	Q2 2025
Recruitment of Ex-Offenders Policy		Cllr Downey	15 November 2018/ Reviewed September 2023	Q3 2025
Recruitment of Ex-Offenders Policy Statement		Cllr Downey	15 November 2018/ Reviewed September 2023	Q3 2025
A Guide to Term Time Contracts		Cllr Weighman	23 September 2021/ September 2023	Q4 2025

POLICY REVIEWS <i>to be updated following review on this agenda</i>	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Leave Policy	Cllr Weightman/Cllr Holliday	4 July 2019/ Reviewed November 2023	Q4 2025
Disciplinary Procedure		13 January 2022 Reviewed 13 May 2024	Q1 2026
Grievance Policy		13 January 2022 Reviewed 13 May 2024	Q1 2026
Code of Conduct – IT Facilities		22 March 2018/ Reviewed 13 May 2024	Q1 2026
Social Media Policy		22 March 2018/ Reviewed 13 May 2024	Q2 2026
Training Statement of Intent		13 January 2022 Reviewed 13 May 2024	Q2 2026
Dignity at Work Policy		19 December 2019/ Reviewed 13 May 2024	Q2 2026
Employee Code of Conduct		13 September 2018/ Reviewed Feb 2023	Q1 2027
Absence & Sick Pay Policy and Procedure		4 July 2019/ Reviewed September 2024	Q3 2027
DBS Data Handling Policy		15 November 2018/ Reviewed November 2024	Q4 2027
Appraisal Scheme		Adopted 14 November 2024	Q4 2027

First Aid Provision Needs Assessment

GNOTE! Please tailor this example assessment to your own workplace, this list is by no means exhaustive.

This assessment is designed to assist employers determine their first aid needs for the workplace (or part of as appropriate) including the numbers and type of first aid personnel, equipment, and content of first aid kits required. Consideration should be given to each section to establish their impact on the current level of first aid facilities.

According to the HSE, it may also be helpful to have people trained to identify and understand mental ill health symptoms who are able to support someone who is experiencing a mental health issue.

You may decide that someone with an FAW (First Aid At Work) or EFAW (Emergency First Aid At Work) qualification is already able to provide initial support and reassurance to a worker experiencing an acute mental health episode, but you should consider if any further training is required. You should be satisfied that they:

- Know how to access professional help if necessary;
- can act promptly, safely, and effectively until that help is available.

ORGANISATION NAME AND ADDRESS:	GODALMING TOWN COUNCIL 107-109 HIGH STREET, GODALMING, SURREY, GU7 1AQ
---------------------------------------	---

EXISTING PERSONNEL RESOURCES:		
HOW MANY OF THE BELOW FIRST AID EMPLOYEES DO YOU HAVE AT PRESENT:		
APPOINTED PERSON:	EMERGENCY FIRST AIDERS (EFAW):	FIRST AIDER (FAW):
(A PERSON APPOINTED AND RESPONSIBLE FOR ADMINISTERING FIRST AID ARRANGEMENTS INCLUDING CALLING THE EMERGENCY SERVICES)	(USUALLY A 1 DAY COURSE - QUALIFIED TO PROVIDE FIRST AID IN THE WORKPLACE)	(USUALLY A 3 DAY COURSE - QUALIFIED TO THE 'EMERGENCY FIRST AID' LEVEL BUT CAN ATTEND ADDITIONAL SPECIFIC ILLNESSES AND INJURIES)
SAM WATTS	ANDREW JEFFERY ANITA CANNINGS SUZIE GORTLER SAM WATTS	

EXISTING PREMISES RESOURCES:
HOW MANY OF THE BELOW FIRST AID ITEMS DO YOU HAVE AT PRESENT (EXPAND THE BOX IF NEEDED):
CONSIDER: WHAT FIRST AID FACILITIES, E.G. EMERGENCY SHOWERS, EYEWASH STATIONS, AND FIRST AID KITS, INCLUDING TRAVEL KITS, ETC. ARE CURRENTLY AVAILABLE, WHERE ARE THEY LOCATED AND WHO IS RESPONSIBLE FOR CHECKING THESE?
FIRST AID KIT IN STATIONARY CUPBOARD EYE WASH KITS IN STATIONARY CUPBOARD FIRST AID KIT FOR EVENTS IN STATIONARY CUPBOARD AED IN STATIONARY CUPBOARD STOCK TO REPLENISH FIRST AID KITS IS IN THE STATION ARY CUPBOARD

HAZARDS IN YOUR WORKPLACE:		
CONSIDERATION:	NOTES:	HSE SUGGESTIONS:
Does your workplace have low-level hazards such as the ones you might find in offices and shops?	YES	As A Minimum, Provide: <ul style="list-style-type: none">• An appointed person to take charge of first-aid arrangements.• A suitably stocked first-aid kit.
Does your workplace have higher level hazards, e.g. warehousing, work involving dangerous machinery or work at height?	NO	You Should Consider Providing: <ul style="list-style-type: none">• First-aiders.• Additional training for first-aiders to deal with injuries caused by special hazards.• Additional first-aid equipment.
Does your workplace have any high-risk workplace transport such as forklift trucks or high reach vehicles?	NO	

First Aid Provision Needs Assessment

Does your workplace utilise any substances which may require consideration, such as Hydrofluoric Acid (please elaborate in the specific box below)?	NO	<ul style="list-style-type: none"> The precise location of first-aid equipment (signage). Providing a first-aid room. Informing the emergency services in advance. Eye Wash Station
---	-----------	---

EMPLOYEES & OTHERS:		
TOTAL EMPLOYEES WORKING ON SITE:	6	
CONSIDERATION:	NOTES:	HSE SUGGESTIONS:
How many of these employees work shifts and/or weekends?	0	The Minimum Provision Is: <ul style="list-style-type: none"> An appointed person to take charge of first-aid arrangements. A suitably stocked first-aid box.
How many of these employees work away from the main site, work alone or travel on work related business?	3	
How many of these employees could be at greater risk of harm, e.g. young or disabled workers or those with health problems?	0	Depending On Your Circumstances, You Should Consider Providing: <ul style="list-style-type: none"> First-aiders to complete first aid training. Additional first-aid equipment. A first-aid room.
How many of these employees work on sites under the control of other employers?	0	
Are there inexperienced workers on site (Including those on 'work experience'), or employees who are disabled or have particular physical or mental health problems?	0	You Should Consider: <ul style="list-style-type: none"> Additional training for first-aiders. Additional first-aid equipment. Location of first-aid equipment.
Do members of the public visit your premises?	YES	Under the Regulations, you have no legal duty to provide first aid for non-employees, but HSE strongly recommends that you include them in your first-aid provision.

ACCIDENTS AND ILL-HEALTH RECORD		
CONSIDERATION:	NOTES:	HSE SUGGESTIONS:
What is your record of accidents and physical and mental ill-health amongst employees?	NO ACCIDENTS OR INCIDENTS IN THE PREVIOUS 12 MONTHS	You Should: <ul style="list-style-type: none"> Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first aid provision as appropriate.
What injuries and illness have occurred, including any life-threatening events (e.g. severe or life-threatening bleeding)?	NONE	
How and where did they happen?	N/A	

WORKING ARRANGEMENTS:		
CONSIDERATION:	NOTES:	HSE SUGGESTIONS:
Do you have employees who travel a lot, work remotely, or work alone?	YES	<ul style="list-style-type: none"> Issuing personal first-aid kits. Issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or work out of hours?	YES	You should ensure there is adequate first-aid provision at all times for people at work.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	NO	You should consider provision of first aid measures in each building or on each floor.

First Aid Provision Needs Assessment

Is your workplace remote from emergency medical services?	NO	You Should: <ul style="list-style-type: none"> Inform the emergency services of your location; consider special arrangements with the emergency services. Consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?	NO	You should make arrangements with other site occupiers to ensure adequate provision of first aid - A written agreement between employers is strongly recommended.
Do you have enough provision to cover for your first-aiders or appointed persons when they are absent?	YES	You Should Consider: <ul style="list-style-type: none"> What cover is needed for annual leave and other planned absences. What cover is needed for unplanned and exceptional absences

OTHER WORKPLACE CONSIDERATIONS:

Where applicable, provide details of any special first aid requirements recommended in safety data sheets?	N/A
--	-----

HSE RECOMMENDED PROVISION FOR FIRST AID:

FROM YOUR RISK ASSESSMENT, WHAT DEGREE OF HAZARD IS ASSOCIATED WITH YOUR WORK ACTIVITIES?	EMPLOYEE NUMBERS:	WHAT FIRST-AID PERSONNEL DO YOU NEED?
Low-Hazard: e.g. offices, shops, libraries.	<25	At least one appointed person.
	25-50	At least one first-aider trained in EFAW.
	>50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher-Hazard: Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	<5	At least one appointed person.
	5-50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur.
	>50	At least one first-aider trained in FAW for every 50 employed (or part thereof).

RECOMMENDATIONS & ACTIONS

PERSONNEL RESOURCES:

HOW MANY OF THE BELOW FIRST AID EMPLOYEES DO YOU REQUIRE FOLLOWING THIS ASSESSMENT:

APPOINTED PERSON:	EMERGENCY FIRST AIDERS:	FIRST AIDER:
ONE	NONE	NONE

PREMISES RESOURCES:

HOW MANY OF THE BELOW FIRST AID ITEMS DO YOU REQUIRE FOLLOWING THIS ASSESSMENT:

SUBJECT:	NUMBER:	ACTION BY:	DATE:
Recommended number and location of additional first aid kits:	0	N/A	N/A
Recommended additional content for first aid kits:	0	N/A	N/A
Additional recommendations, e.g. provision of first aid room or emergency shower:	0	N/A	N/A

ASSESSMENT COMPLETED BY:

First Aid Provision Needs Assessment



Name of Assessor:	SAM WATTS
Date of Assessment:	29/05/2025
Date for Review:	29/05/2026

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (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 registerable interest (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 Interests	Other Registerable Interests (Non-Pecuniary Interests)	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 registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.