

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

107-109 High Street
Godalming
Surrey
GU7 1AQ

7 February 2025

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in Council Chamber on THURSDAY, 13 FEBRUARY 2025 at 7.00pm or at the conclusion of the preceding Full Council, whichever is later.

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 Heagin – Chair
Councillor Holliday
Councillor Kiehl
Councillor Weightman
Chair of Policy & Management (*ex officio*)

A G E N D A

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 14 November 2024, 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. **UPDATE ON SHE ADVISORY GROUP REVIEW OF HSE POLICY & STATEMENT**

Members to receive an update on the SHE Advisory Group's review of the Council's HSE Policy & Statement. Members are requested to consider a draft of a revised Safety Policy Statement and Health & Safety Policy (attached for the Information of Members).

6. WORKER PROTECTION (AMENDMENT OF EQUALITY ACT 2010) ACT 2023

On 14 November 2024, Members noted that the introduction of the Workers' Protection (Amendment of Equality Act 2010) Act 2023, required employers to take reasonable steps to prevent sexual harassment of their workers, including by third parties.

Members considered the requirement for employers to be proactive in assessing risk, identifying action and regularly reviewing their processes and agreed that although GTC's current policies and procedures provide a strong framework, including preventative duty relating to bullying, harassment, and sexual harassment, they should be reviewed and strengthened with additional safeguards where appropriate and necessary (Min No 312-24 refers). To this end Members resolved to agree that:

- a. The Operations & Compliance Officer conducts a council-wide risk assessment relating to sexual harassment within the workplace.
- b. The SHE Advisory Group should review the Council's Dignity at Work Policy against the guidance set out by the Equality & Human Rights Commission (EHRC) to ensure that staff are content with the existing reporting process or whether changes to the process are required.
- c. The SHE Advisory Group should review the Council's Dignity at Work Policy against the guidance set out by the EHRC and where appropriate consider actions to ensure that contractors working for, and others using the Council's services, are aware of their obligations to the Council to prevent sexual harassment.
- d. External training should be arranged for staff with line-management responsibilities.
- e. A review of contractor control should be undertaken via the SHE Advisory Group with recommendations brought to the Staffing Committee for consideration.

In support of these recommendations Members are requested to:

- f. Consider the council-wide risk assessment relating to sexual harassment within the workplace (attached for the information of Members).
- g. Receive recommendations from the SHE Advisory Group in relation to:
 - i. whether staff are content with the reporting process indicated within the Council's Dignity at Work Policy; and
 - ii. ensuring contractors are aware of their obligations to the Council to prevent sexual harassment.
- h. Receive an update on external training for Line-Managers.
- i. Receive an update on the review of contractor control.

7. STAFF TRAINING

Members to receive an update on recent staff training activities (attached for the information of Members).

8. SERVICE AREA SITE VISITS

Members to reaffirm dates for Service Area visits:

Grounds & Maintenance Department	Friday, 14 February 2025	08.30
Youth Services	Friday, 14 March 2025	13.00
Museum Service	TBC	
Executive & Support Services	TBC	

9. COMMUNICATIONS ARISING FROM THIS MEETING

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

10. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on Thursday, 17 April 2025 at 7.00pm.

11. 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) 12-17 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

12. MATERNITY COVER

Members to receive an update on arrangements for the provision of Maternity Cover.

13. YOUTH SERVICE MANAGER – RECRUITMENT

Members to receive an update on the recruitment to the new Youth Service Manager position.

14. MAINTENANCE ASSISTANT – RECRUITMENT

Members to receive an update on the recruitment to the vacant Maintenance Assistant position.

15. FINANCE OFFICER ONBOARDING & LOCUM SUPPORT REQUIREMENTS

Members to receive an update on the onboarding of the Finance Officer, proposed timescale for transfer of S151 Officer responsibilities and future locum finance officer support.

16. YOUTH SERVICE ADMINISTRATOR GRADE

Members to receive a report from the committee chair relating to the grade level for the youth service administrator position.

17. STAFF LEAVE

Members to be updated on any expected outstanding staff leave for current leave year 2024/25 which ends 31 March 2025. If required, Members to consider any reason for and agree required resolution for outstanding leave.

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	COMMENT	
Staff Meeting	Service area site visits.	Dates as indicated at Min No 318-24	
SHE Committee to review contractor control		As agreed at Min No 312-24 section (e)	
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	Deferred until adoption of updated HSE Policy & Statement	15 November 2018/ Reviewed September 2021	Q3 2023
First Aid Policy	Deferred until adoption of updated HSE Policy & Statement	28 April 2022	Q2 2024
Fire Safety Precautions & Emergency Procedures	Deferred until adoption of updated HSE Policy & Statement	Adopted 21 July 2022	Q3 2024
Modern Day Slavery Statement		1 April 2021	Q2 2025
Recruitment of Ex-Offenders Policy		15 November 2018/ Reviewed September 2023	Q3 2025
Recruitment of Ex-Offenders Policy Statement		15 November 2018/ Reviewed September 2023	Q3 2025
A Guide to Term Time Contracts		23 September 2021/ September 2023	Q4 2025
Leave Policy		4 July 2019/ Reviewed November 2023	Q4 2025
Disciplinary Procedure		13 January 2022 Reviewed 13 May 2024	Q1 2026

POLICY REVIEWS <i>to be updated following review on this agenda</i>	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
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



Signed: _____ (Town Clerk) Date _____
 (Mayor) Date _____

GODALMING TOWN COUNCIL HEALTH AND SAFETY POLICY

ORGANISATION AND RESPONSIBILITIES

1. Elected Members' Obligations

The Council is the employer and as such it carries the ultimate responsibility for ensuring health and safety at work.

The Health and Safety at Work, etc. Act 1974 applies to the Council as a corporate body and the Council may be prosecuted for any offence committed under any of the relevant statutory provisions. In addition, an individual councillor may be prosecuted where their act or default results in somebody else (e.g. an employee) committing an offence under the Act.

Therefore the Council will ensure that appropriate arrangements are made within the organisation for:-

- (a) the implementation of the safety policy; and
- (b) regular monitoring and review of health and safety practices, procedures, and performance.

To this end, the Council will ensure that it allocates sufficient resources to enable officers to meet its obligations.

The Council will receive an annual safety report from the Town Clerk for the purposes of monitoring and reviewing the effectiveness of the policy.

2. The Town Clerk

The responsibility for fulfilling the safety policy of the Council rests with the Town Clerk. The Town Clerk will ensure that the policy is carried out through responsible delegation of duties to the Operations & Compliance Officer - as defined below.

The Town Clerk is responsible for ensuring that:-

- (i) Staff are aware of their obligations and carry them out in accordance with the Safety Policy;
- (ii) effective reporting and communications exist within the organisation and with the users of the Council's premises (**See Annex 1**); and
- (iii) unresolved problems of health and safety are brought to the attention of the Council.

N.B. In the absence of the Town Clerk, the Operations & Compliance Officer will be responsible for the implementation of this policy.

3. The Operations & Compliance Officer

The Operations & Compliance Officer will ensure that the Health and Safety Policy is implemented within all the Town Council's premises and on all Town Council land.

The Operations & Compliance Officer shall:-

- (1) ensure that risk assessments are undertaken and regularly reviewed for work activities in the Town Council's premises. Where significant risks are identified, the Operations & Compliance Officer is to ensure that safe systems of work or other control strategies are put into place to reduce risks to the health, safety and welfare of staff and others to an acceptable minimum.
- (2) advise the Town Clerk when finance needs to be made available for any measures deemed necessary to comply with the Policy;
- (3) ensure that, where an issue cannot be rectified immediately or easily, it is brought to the attention of the Council via the Town Clerk;
- (4) ensure all work undertaken by contractors on behalf of the Council is carried out in a safe manner. This should normally be achieved by:
 - (a) providing the contractor with up to date GTC Health and Safety Policy, and other relevant GTC Policies (**See Annex1**),
 - (b) any other location specific information (e.g. Fire Risk Assessments, Asbestos Reports etc) ;
 - (b) ensuring all work is co-ordinated and monitored by a competent person with the authority to act on behalf of the Council;
 - (c) co-ordinating exchange of information between contractors, Council staff and any others who may be affected by any Council contract;
 - (d) obtain risk assessments and method statements (RAMS) for tasks that are to be carried out by contractors, and ensure compliance with the recommended controls;
- (5) ensure those delegated with health and safety duties have the necessary instruction, training and resources to comply with their obligations;
- (6) keep themselves informed of accidents, dangerous occurrences or occupational diseases occurring on Council premises and to Council employees and ensure that all accidents are recorded;
- (7) consistently set a good personal example;

4. Godalming Town Council Employees

All Town Council employees shall:

- (1) take reasonable care for their own health and safety and that of colleagues, or anyone else who might be affected by their acts and omissions at work;
- (2) co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all relevant statutory provisions;

- (3) attend as necessary health and safety training as directed by the Council, utilise or follow such training and use, as necessary, any personal protective equipment (PPE) or clothing provided to them.
- (4) report any hazard, defects involving equipment, systems, procedures or buildings and any accidents or aggressive incidents as required at **Annex 1**;

5. Responsible Finance Officer

Responsible for notifying the Council with regards to insurance inspections and claims investigations.

6. Other Health & Safety Policies and Procedure Documents

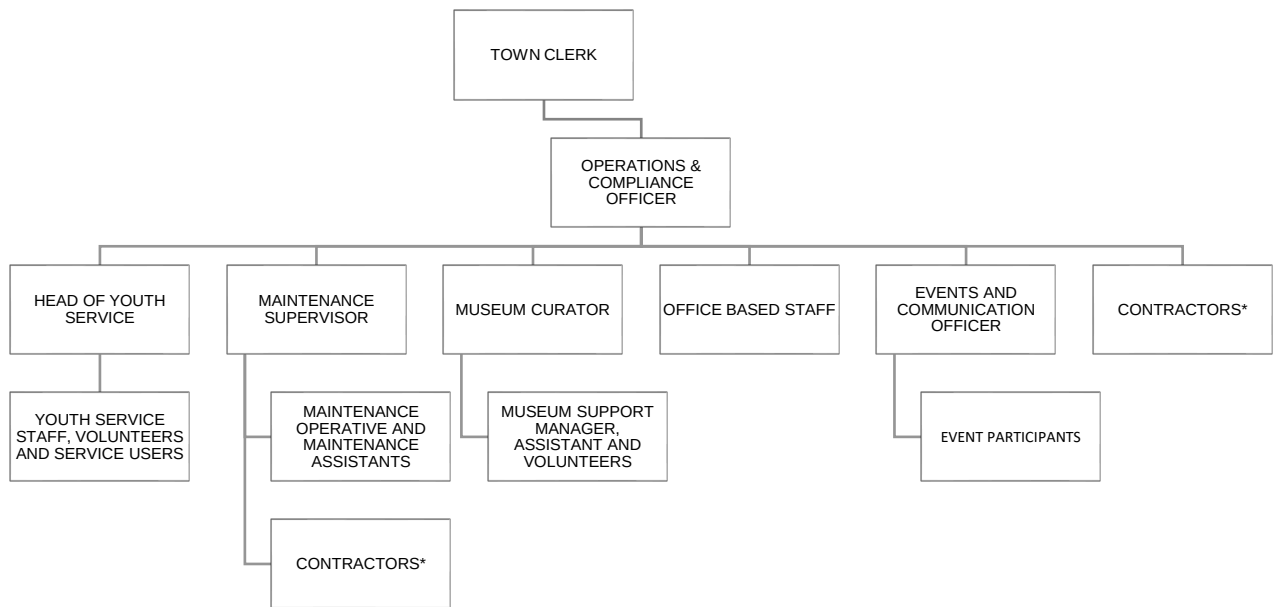
Godalming Town Council has a number of other policy and procedure documents that are complementary to the Council's Health and Safety Policy, these either define subsidiary policies in specific areas of health and safety, or document procedures and good practice for GTC's elected members and staff to follow.

Annexes

Annex1 – Health & Safety Organisational & Reporting Structure

GODALMING TOWN COUNCIL HEALTH & SAFETY POLICY – ANNEX 1 HEALTH & SAFETY ORGANISATIONAL & REPORTING STRUCTURE

The diagram below shows how health and safety issues are reported:



*Contractors will report issues to the Operations & Compliance Officer, Maintenance Operative or Maintenance Assistants depending on the task being conducted.

As employers, Godalming Town Council has a duty for the health, safety and welfare of its staff, agency workers, volunteers, trainees, visitors, service users and contractors who may be in its workplaces, venues, or use equipment provided by the Council. Consideration will also be given to neighbours and the public, who may be affected by work or events arranged by the council.

Management will ensure they:

- Assess all risks to workers' health and safety and bring the significant findings to the attention of staff.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all staff.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide an employee's assistance programme to staff.
- Appoint competent persons to help comply with health and safety law.

Information for Staff

Information regarding health and safety law is provided in several ways:

- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is advisably completed with names of responsible persons.
- Management and staff have access to the Council's Health and Safety Management System that contains all relevant information about recording and monitoring procedures.

Staff Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which staff are required to comply with. These are:

- Staff have a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of themselves and any other person who may be affected by their acts or omissions at work.
- Section 8 states that under no circumstances shall staff purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or firefighting equipment.

Additionally, staff also have a duty to assist and co-operate with Godalming Town Council and any other person to ensure all aspects of health and safety legislation are adhered to.

Staff are required to:

- Follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified or competent to undertake.
- Store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Practice safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the Operations & Compliance Officer of all accidents as soon as possible, and any event within 24 hours, in the absence of the Operations & Compliance Officer, the Town Clerk is to be notified of the accident.

The Management of Health and Safety at Work Regulations require all staff to:

Utilise all items that are provided for safety.

Comply with all safety instructions.

Report to management anything that they may consider to be of any danger.

Advise management of any areas where protection arrangements require reviewing.

Contractors/Self-Employed Personnel Responsibilities

Contractors and self-employed personnel are to be made aware of the Council's Health & Safety Policy and are to be provided with either a hard copy or given a link to an online copy of the policy document.

Contractors/self-employed personnel are to:

- Be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Comply with all instructions given by management.
- Co-operate with management to ensure a high standard of health and safety on all contracts with which they are involved.
- Carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties.
- Comply with signing in and out procedures.
- Comply with Godalming Town Council policies and procedures.

RISK ASSESSMENT

Location/Dept: ALL DEPARTMENTS AND LOCATIONS						Date Assessed: 05/12/24 Date of Next Assessment: 05/12/25		Assessed by: SAM WATTS			
Task/Activity: SEXUAL HARASSMENT RISK ASSESSMENT											
			Risk rating before implementing control measures					Risk rating after implementing control measures			
Issue	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place		Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Control Measures Required
Lone Working	Staff may face increased risk of sexual harassment due to limited supervision or support.	GTC Members, GTC Officers & Contractors working on behalf of GTC.	3	3	9 MEDIUM	GTC has a Lone Working policy which has controls in place to reduce the increased risks of lone working. GTC staff read the lone working policy as part of their induction.		2	3	6 MEDIUM	GTC has published all policies and procedures on its website so that it is available for all members of members, officers, and contractors. GTC should inform members, officers and contractors if any changes are made to any policy or procedure.
Power imbalance	Staff who are in subordinate positions may be at higher risk of experiencing sexual harassment.	GTC Members, GTC Officers & Contractors working on behalf of GTC.	2	3	6 MEDIUM	GTC has a Dignity at Work Policy that includes a procedure for reporting sexual harassment via either the Town Clerk, Chair and Vice Chair of the Staffing Committee. This means that GTC staff have multiple people they can chose to report an instance of sexual harassment to.		1	3	3 LOW	A confidential third party, whistle blowing service could be implemented for staff to report any issues they are experiencing or witnessing.

Lack of training on GTC policies relating to Sexual Harassment awareness and reporting	GTC staff and contractors working on behalf of GTC need to be aware of GTC policies and procedures. This is to ensure that they do not put themselves in undue risk of being a victim of sexual harassment. It also ensures that they know the reporting procedure if they are a victim of sexual harassment.	GTC Members, GTC Officers & Contractors working on behalf of GTC.	2	3	6 MEDIUM	All new GTC staff read GTC policies as part of their induction.	1	3	3 LOW	GTC has published all policies and procedures on its website so that it is available for all members of members, officers, and contractors. GTC should inform members, officers and contractors if any changes are made to any policy or procedure.
Tolerant attitude toward inappropriate behaviour	An environment where sexual harassment is overlooked, excused, or normalised can make individuals feel unsafe and create an environment of reluctance to report incidents.	GTC Members, GTC Officers & Contractors working on behalf of GTC.	3	3	9 MEDIUM	GTC has a Dignity at Work Policy that GTC staff read as part of their induction. The Dignity at Work Policy contains a (non-exhaustive) list of "What types of treatment amounts to bullying or harassment". It states that creating an offensive environment at work is a form of harassment and how it should be reported.	1	3	3 LOW	GTC has published all policies and procedures on its website so that it is available for all members of members, officers, and contractors. GTC should inform members, officers and contractors if any changes are made to any policy or procedure.
Offensive/inappropriate jokes/comments	The normalisation of jokes/comments of an offensive/inappropriate manner can create an environment conducive to sexual harassment.	GTC Members, GTC Officers & Contractors working on behalf of GTC.	3	3	9 MEDIUM	GTC has a Dignity at Work Policy that GTC staff read as part of their induction. The Dignity at Work Policy contains a (non-exhaustive) list of "What types of treatment amounts to bullying or harassment". It states that creating an offensive environment at work is a form of harassment and how it should be reported.	1	3	3 LOW	GTC has published all policies and procedures on its website so that it is available for all members of members, officers, and contractors. GTC should inform members, officers and contractors if any changes are made to any policy or procedure.
Unwanted physical contact	Unwanted hugs and other forms of physical contact can cause distress and is sexual harassment.	GTC Members, GTC Officers & Contractors working on behalf of GTC.	4	3	12 HIGH	GTC has a Dignity at Work Policy that GTC staff read as part of their induction. The Dignity at Work Policy contains a (non-exhaustive) list of "What types of treatment amounts to bullying or harassment". It states that "standing too close", and "touching" are a form of harassment and how it should be reported.	1	3	3 LOW	GTC has published all policies and procedures on its website so that it is available for all members of members, officers, and contractors. GTC should inform members, officers and contractors if any changes are made to any policy or procedure.

Sexualized language/digital communications	Unsolicited, inappropriate sexualized language and images can cause distress and is sexual harassment.	GTC Members, GTC Officers & Contractors working on behalf of GTC.	3	3	9 MEDIUM	GTC has a Disciplinary Policy and Procedure, in which it states that "Use of the internet or email to access pornographic, obscene or offensive material" is gross misconduct, and a disciplinary investigation will commence.	1	3	3 LOW	GTC has published all policies and procedures on its website so that it is available for all members of members, officers, and contractors. GTC should inform members, officers and contractors if any changes are made to any policy or procedure.
Alcohol use	The use of alcohol can lower inhibitions which increases the likelihood of sexual harassment.	GTC Members, GTC Officers, Contractors working on behalf of GTC, and members of the public.	3	3	9 MEDIUM	GTC does not fully prohibit the use of alcohol. However, this does not mitigate any types of negative behaviour such as bullying and harassment. The Dignity at Work Policy explains what type of behaviour is unacceptable and the Disciplinary Policy & Procedure explains the disciplinary procedure.	2	3	6 MEDIUM	GTC has published all policies and procedures on its website so that it is available for all members of members, officers, and contractors. GTC should inform members, officers and contractors if any changes are made to any policy or procedure. Although the use of alcohol is not prohibited, staff should be encouraged to keep it to a minimum, and that no form of unacceptable behaviour will be tolerated.
Fear of retaliation following a complaint	Fear of retaliation following a complaint can deter a victim from lodging a complaint.	GTC Members, GTC Officers & Contractors working on behalf of GTC.	3	4	12 HIGH	GTC has a Dignity at Work Policy that staff read as part of their induction. In the policy it states, "Retaliation or victimisation will also constitute a disciplinary offence, which may, in appropriate circumstances, lead to dismissal."	2	4	8 MEDIUM	GTC has published all policies and procedures on its website so that it is available for all members of members, officers, and contractors. GTC should inform members, officers and contractors if any changes are made to any policy or procedure.
Inconsistent enforcement of policies	Inconsistent/poor enforcement of policies can allow offenders of sexual harassment to avoid disciplinary procedures, victims to feel unsafe in their place of work and may prevent victims from coming forward.	GTC Members, GTC Officers & Contractors working on behalf of GTC.	3	3	9 MEDIUM	GTC has a Disciplinary Policy and Procedure that states that "The aim is to ensure consistent and fair treatment for all staff.	1	3	3 LOW	GTC has published all policies and procedures on its website so that it is available for all members of members, officers, and contractors. GTC should inform members, officers and contractors if any changes are made to any policy or procedure.
Harassment from external parties	GTC staff may be exposed to sexual harassment from member so the public, contractors, visitors, and service providers	GTC Members, GTC Officers & Contractors working on behalf of GTC.	3	3	9 MEDIUM	GTC has a Dignity at Work Policy has a paragraph titled "Prevention of Bullying and Harassment". The paragraph explains what GTC staff should do if they are being harassed by a someone whom they have come into contact with at work.	2	3	6 MEDIUM	GTC has published all policies and procedures on its website so that it is available for all members of members, officers, and contractors. GTC should inform members, officers and contractors if any changes are made to any policy or procedure.

Online harassment	Remote working can lead to harassment via email, phone, or video calls.	GTC Members, GTC Officers & Contractors working on behalf of GTC.	2	3	6 MEDIUM	GTC policies and procedures are to be followed when working remotely.	1	3	3 LOW	GTC has published all policies and procedures on its website so that it is available for all members of members, officers, and contractors. GTC should inform members, officers and contractors if any changes are made to any policy or procedure.
Privacy violations	Sharing or not storing GTC Members and Officers personal details correctly, can lead to harassment that might otherwise not happen in the workplace.	GTC Members and GTC Officers.	2	3	6 MEDIUM	GTC has a Disciplinary Policy and Procedure in which “failure to preserve the dignity, respect and privacy of others or behaviour that would breach the harmony of the workplace” is listed as misconduct. Misconduct can lead to disciplinary action.	1	3	3 LOW	GTC has published all policies and procedures on its website so that it is available for all members of members, officers, and contractors. GTC should inform members, officers and contractors if any changes are made to any policy or procedure.

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH
	4	4 LOW	8 MEDIUM	12 HIGH	16 HIGH	20 HIGH
	3	3 LOW	6 MEDIUM	9 MEDIUM	12 HIGH	15 HIGH
	2	2 LOW	4 LOW	6 MEDIUM	8 MEDIUM	10 MEDIUM
	1	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date

GTC Staff Training 2024/25

Course	Staff Member	Date
LANTRA Brush cutter	Tony Badham Clara Hughes	3 rd June 2024
LANTRA Hedge cutter	Tony Badham Clara Hughes	4 th June 2024
LANTRA Woodchipper	Adam West Holly Harvey Tony Badham Clara Hughes	5 th June 2024
Holistic Integrated Creative Arts Therapy (HICAT) qualification	Jane Fitzsimmons	Commenced September 2024
NVQ Level 6 Apprenticeship Youth & Community Work	Nosheen Rahman James Harvey	Commenced October 2024
Fire Marshall Training	Andy Jeffery Sam Watts Adam West Holly Harvey Tom Manning Justin Lydon Jane Fitzsimmons Nosheen Rehman James Harvey Denise Marks	November 2024
Emergency First Aid at Work + Forestry Module	Andy Jeffery Sam Watts Adam West Anita Cannings Denise Marks Holly Harvey Justin Lydon Suzie Gortler Tom Manning	December 2024
NEBOSH National General Certificate in Occupation Health and Safety	Sam Watts	Completed December 2024
Rialtas (Local Council Finance Software)	Deshune Morrison	13/14 January 2025
Rialtas Introduction	Anita Cannings	13 January 2025
FILCA (Financial Introduction to Local Council Administration)	Anita Cannings	20 January 2025
Mental Health in the Workplace: Skills for Managers	Tom Manning	28 January 2025
Management Training for New Managers	Sam Watts Deshune Morrison	29/30 January 2025
Mankind Training (Manking Project UK) Male mental health	All Youth Workers	13 February 2025
Performance Management	Sam Watts Deshune Morrison Adam West Tom Manning	19/20 February 2025

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.