

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

107-109 High Street
Godalming
Surrey
GU7 1AQ

9 February 2024

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 15 FEBRUARY 2024 at 7.00pm or at the conclusion of the preceding Full Council meeting, 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 Downey – Vice Chair
Councillor Heagin – Chair
Councillor Kiehl
Councillor Martin
Councillor Weightman
Chair of Policy & Management (*ex officio*)

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 16 November 2023, 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. **REVIEW OF STAFFING POLICIES**

The committee is requested to nominate Members to review the following documents and to forward any proposals for amendments to the Town Clerk no later than 2 May for review by this committee on 23 May 2024.

[Disciplinary Policy](#)
[Grievance Policy](#)
[Code of Conduct – IT Facilities](#)

[Social Media Policy](#)
[Training Statement of Intent](#)
[Dignity at Work Policy](#)

6. RECRUITMENT

Members to receive an update from the Chair in relation to the successful recruitment of Sam Watts as the Operations & Compliance Officer.

Members to review and if minded, agree the proposed Maintenance Assistance Job Description and Personal Specification (attached for the Information of Members).

Members are requested to authorise the Town Clerk to recruit to the two available positions simultaneously and for the Operations & Compliance Manager and Maintenance Supervisor to lead on the selection process.

7. SERVICE AREA VISITS

Members to consider issues raised and outcomes of the committee's service area visits to the Maintenance, Support Service and Youth Team. Additionally, Members to consider outcomes of committee members discussions with the Youth Service Officer (confidential meeting notes and responses attached for the information of Members).

8. HEALTH & SAFETY

Members to receive an update from the Chair following the formation of a Safety, Health and Environment Committee (SHE Committee) and its first meeting held on 26 February 2024.

9. EMPLOYEES ASSISTANCE PROGRAMME

Members to consider a proposal for the provision of an Employees Assistance Programme (EAP) (proposal attached for the information of Members) which would cover GTC as an organisation and if agreed are requested to approve an initial 5-year provision.

10. STAFF ABSENCES & TOIL

In accordance with Standing Order 146 a summary report of staff absences for the period to 31 January 2024 is attached for the information of Members

11. COMMUNICATIONS ARISING FROM THIS MEETING

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

12. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Mayor's Parlour, Waverley Borough Council on Thursday, 23 May 2024 at 7.20pm.

13. 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) 14 BY REASON

OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

14. STAFFING STRUCTURE

Members to receive an update on the progress of the staffing structure.

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
Staff Meeting	Service area site visits.		1
Report Staff Appraisals Undertaken	Chair of Staffing & P&M to conduct TC annual appraisal		2

POLICY REVIEWS – to be updated following review on this agenda	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Recruitment of Ex-Offenders Policy	Cllr Downey	15 November 2018/ Reviewed September 2023	Q1 2025
Recruitment of Ex-Offenders Policy Statement		15 November 2018/ Reviewed September 2023	Q1 2025
A Guide to Term Time Contracts	Cllr Follows	23 September 2021/ September 2023	Q2 2025
Absence & Sick Pay Policy and Procedure	Cllr Follows	4 July 2019/ Reviewed July 2021	Q3 2023
Appraisal Scheme	Cllr Heagin	28 March 2019/ Reviewed September 2021	Q3 2023
Leave Policy	Cllr Kiehl	4 July 2019/ Reviewed November 2023	Q3 2025
Lone & Flexible Working Policy	Deferred until adoption of updated HSE policy and statement	15 November 2018/ Reviewed September 2021	Q3 2023

POLICY REVIEWS – to be updated following review on this agenda	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Disciplinary Procedure		13 January 2022	Q1 2024
Grievance Policy		13 January 2022	Q1 2024
Code of Conduct – IT Facilities		22 March 2018/ Reviewed Feb 2022	Q1 2024
Social Media Policy		22 March 2018/ Reviewed February 2022	Q1 2024
Training Statement of Intent		13 January 2022	Q1 2024
Dignity at Work Policy		19 December 2019/ Reviewed 10 February 2022	Q1 2024
First Aid Policy		28 April 2022	Q2 2024
Fire Safety Precautions & Emergency Procedures		Adopted 21 July 2022	Q3 2024
DBS Data Handling Policy		15 November 2018/ Reviewed November 2022	Q4 2024
Modern Day Slavery Statement		1 April 2021	Q2 2025
Employee Code of Conduct		13 September 2018/ Reviewed Feb 2023	Q1 2027



Supporting Our Community

JOB DESCRIPTION

Job Title:	Maintenance Assistant
Location:	Eashing Cemetery, Franklyn Road, Godalming, Surrey, GU7 2LD and other Godalming Town Council Properties located within Godalming
Reports To:	Maintenance Supervisor
Hours of Work:	37 hours per week Monday – Thursday 8.00am – 4.30pm Friday 8.00am – 4.00pm (Some flexibility in hours is required)

1. Principal Responsibilities

Working within the Facilities Team in support of the day-to-day maintenance of cemeteries, allotments, community open-spaces and aspects of buildings, other property and the Public Realm owned or managed by Godalming Town Council.

2. Principal Accountabilities

Cemeteries (Eashing & Nightingale)

- Assist with grounds maintenance as directed by the Maintenance Supervisor to include:
 - Grass Cutting
 - Hedge Cutting
 - Planting & Weeding
 - Maintaining & sweeping driveways & paths
 - Snow Clearance
- litter clearance, to include unkempt floral tributes;
- assist with cemetery parking duties if required.

Public Realm

- Assist with the maintenance and upkeep of Council owned or managed facilities to include:
 - the installation, upkeep, watering and removal of Floral Godalming displays;
 - general grass cutting and vegetation management around Council properties and other areas agreed with external authorities including Waverley Borough Council and Surrey County Council;
 - refurbishment of street furniture.
 - assisting with the decorating of interior and exterior of Council property;
 - maintain Council workshop facilities in a safe, clean condition;
 - assisting with the repair and maintenance of signage, fences, railings, gates, sewer drains, culverts and water channels around all sites;
 - assist with memorial inspections as required, including where appropriate basic repairs/make safe actions.
 - ensure Council owned vehicles are in a safe, roadworthy, clean, and presentable condition

Other Responsibilities

- Occasional caretaker duties at the Council's community buildings including general cleaning requirements and or setting out staging, tiered seating, tables and chairs;
- assisting with the set up and clear down of Council run events;

Other Responsibilities

- Any other such duties as could reasonably be expected as directed by the Line Manager

3. General Health & Safety

While at work, all staff are required to: -

- take care of their own health and safety and that of others who may be affected by their acts and omissions;
- be familiar with and observe the Council's policies and procedures for health and safety;
- maintain PPE, including uniform, in clean, safe and useable condition; and
- ensure, so far as is reasonably practical, the health, safety and well-being of staff and others who may be affected by Council activities; and

4. Knowledge, Skill and Experience

The post holder will be required to: -

- actively seek to acquire, update and maintain the necessary knowledge and skills required for the efficient delivery of their work; and
- to attend training courses as required by the Council.

5. Additional Information

- Post holder duties may include travel within the Town/Borough/County (where transport is not provided, travel allowance will be paid in accordance with the HMRC approved rates).

NB. This job description is non-contractual and is a statement of the job content agreed at the time of advertising. It should not be seen as precluding future changes.

PERSON SPECIFICATION

Job Title: Maintenance Assistant

Reporting to: Maintenance Supervisor

Work Experience & Knowledge

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

- Full Driving Licence (essential)
- Awareness of Health & Safety legislation and its application in the workplace (essential)
- Experience of carrying out basic grounds maintenance work including grass cutting, hedge trimming, strimming and the ability to use the associated tools and equipment. (desirable)
- Functioning skills in English and maths (essential)

Skills and Abilities

Working with People

- Ability to understand the cemeteries' role and be able to show respect to bereaved people. (essential)
- Ability to relate to people (desirable)
- Ability to minimise conflict (essential)

Communication

- Good oral communication skills (essential)

Organisation

- Ability to complete given tasks within allocated time (essential)

Personal Attributes

- Punctual and reliable (essential)
- Interested in the environment (desirable)
- Ability to work within a small team (essential)
- Be able to follow straightforward oral and written instructions (essential)
- Ability to take responsibility for own work (essential)
- Active with good levels of fitness (essential)
- Able to move equipment and handle 'loads' (essential)

The applying candidate **MUST** consider that the role is physically demanding and involves working outside in all weather conditions.

Do not contact the Council's Maintenance team direct or this may result in your application not being considered.

ADDITIONAL INFORMATION

The Post

To be part of the Council's Maintenance team to ensure that Eashing and Nightingale cemeteries, along with other Council and public realm sites are maintained to the very highest level. Having due regard to the sensitivity of the work conducted at the cemeteries, to help customers, many of whom will be recently bereaved. Assist in general maintenance and cleaning of Council buildings and facilities. To ensure that all duties are carried out safely and in accordance with Council policies.

About the employer - Godalming Town Council, First Local Council in Surrey to Win the Quality Award Accreditation

Godalming Town Council has been providing a service for bereaved people since 1854. Nightingale and Eashing cemeteries cover around 24 acres and are maintained to a high standard. The Council also provides a range of services to the town's residents including the Wilfrid Noyce Centre, Broadwater Park Youth & Community Centre and the town's iconic Pepperpot. It also funds and supports the Godalming Museum, public toilets in Godalming and Farncombe, twelve acres of allotment sites, Floral Godalming displays and the Christmas Lights in Farncombe and Godalming retail centres. The Council also arranges the town's annual Remembrance Parade, Fireworks display, spring, summer and Christmas markets and either organises or support the majority of the other major events held in the town.

This post is for the general maintenance and upkeep of the grounds and properties at all the above facilities and support of Council run events.

Terms and Conditions

Terms and conditions of employment are as set out in the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services, a copy of which is available to be read at the Town Council offices.

Place of Work

The post holder will primarily be based at Eashing Cemetery, Franklyn Road, Godalming, GU7 2LD, but will also be required to work at other Town Council facilities within Godalming and Farncombe. Free parking is provided on-site.

Uniform & PPE

Work uniform and PPE is provided.

Salary & Hours of Work

The salary grade for this post is based on NJC pay scales (LC1, 7 – 12 (£24,294 - £26,421 pa) which equates to between £12.63 and £13.73 ph), 37 hours per week = £2,025 - £2,201 per month before tax and other stoppages

Starting salary will be dependent on experience.

Authorised additional hours worked will be paid at standard hourly rate Monday to Friday, time and a half on Saturdays and double time on Sundays.

All Godalming Town Council staff are paid monthly by BACS payment on the twenty-fifth day of each month.

Benefits

The postholder will be eligible for 23 days paid leave plus public holidays and statutory days, Local Government sickness benefit entitlement and enrolment into the Local Government Pension Scheme and access to a non-contractual Employees Wellness Scheme.



health  assured

Complete Health & Wellbeing Solution

Provided by
Health Assured

Contents

A Wellbeing Programme - why do you need one? -----	03
Why Health Assured? -----	04
Awards and Accreditations -----	05
Your Health and Wellbeing Solution -----	06
Life and Leadership Coaching -----	07
SilverCloud -----	08
Rightsteps -----	09
Wisdom AI -----	10
Total Support -----	11
Wisdom - mobile app -----	12
Additional Content -----	13
Reviews -----	14
HR Advice -----	15
Active Care -----	16
Your Price -----	17



A Wellbeing Programme - why do you need one?

A Wellbeing Programme provides **24/7 mental health support** to your people and their immediate family. It's a benefit that helps your team make it through difficult times. Whether it's personal or professional challenges, it provides a safe space to talk through it all.

With Health Assured's services in place, your organisation can benefit from:



Why Health Assured?

Health Assured is the **UK and Ireland's largest Wellbeing Programme provider**. Our industry-leading approach delivers mental health and wellbeing solutions with a difference, making us the number one choice for organisations. We provide active, clinical-based support that benefits both you and your people.

13m

Supporting over
13 million lives

98%

Of staff want
our EAP retained

71,000

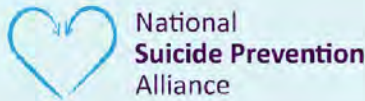
Supporting over
71,000 organisations

bacp | Accredited^{*}
collective mark Service

*The only Assistance Programme provider to be awarded this, at an organisational level.



Awards and Accreditations



Our service is trusted by over 71,000 clients

Deloitte.

easyJet

IBM

Nestlé

ASOS

Marriott

Superdry®

Your health and wellbeing solution

Health Assured sets the standard for wellbeing support. While many wellbeing providers offer a standard approach, we partner with our clients to offer a unique, personalised approach. We champion clinical intervention and provide health and wellbeing support with excellence, speed and quality.

We're not just a helpline - our complete Wellbeing Programme services include a wide array of additional benefits, which deliver comprehensive support for your people and great value for your organisation. We can also extend our support to overseas individuals through an international partnership arrangement in **170 countries**.

Health Assured offers a wide range of digital wellbeing services including:



24/7, 365 confidential helpline



Online CBT help for anxiety, depression, menopause and more



24/7 crisis assistance and phone support



In-house debt, financial info and signposting



Access to the brand new wellbeing app, Wisdom

Health Assured's helpline is available 24/7, 365. Our counsellors help support your people with:

Mental wellbeing	Financial & Legal wellbeing	Social wellbeing	Physical wellbeing
☺ Mental health	☺ Debt & financial	☺ Childcare (& eldercare)	☺ Critical incidents
☺ Anxiety	☺ Probate & wills	☺ Caring (for a dependant)	☺ Stress
☺ Depression	☺ Retirement (& redundancy)	☺ Rehabilitation	☺ Leavism (as well as Presenteeism)
☺ Bereavement	☺ Buying a new home	☺ Terminal illness	☺ Domestic abuse
☺ Bullying & harassment	☺ Separation & divorce	☺ Cancer survivorship	☺ Sickness absence
☺ Identity & LGBTQ+	☺ Tenancy / landlords problems	☺ Return-to-work	☺ Addiction



Life and Leadership Coaching

Coaching is a process that helps a person to focus on their 'here & now', supporting them to identify the challenge and create goals that they can use to work on to make progress moving forward and maximising their potential.

Using the 'GROW' model (Goal, Reality, Options, Will) coaching focuses on development, whether it is a life skill and/or professional skill.

Your individuals will be entitled to up to 4 sessions of development coaching for both professional and life skills for a wide range of topics including:

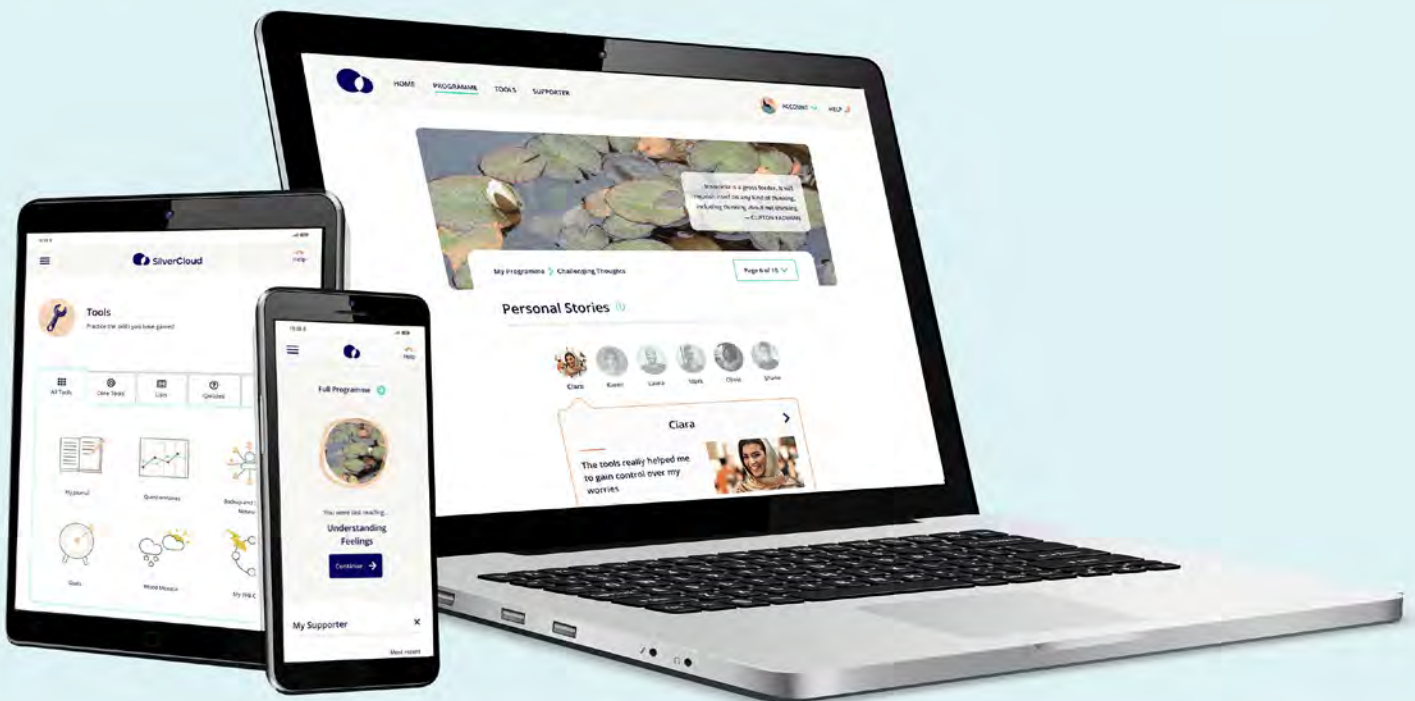
- ☺ Wellbeing
- ☺ Career progression
- ☺ Personal/professional relationships
- ☺ Work/life balance
- ☺ Stress Management
- ☺ Coping with change
- ☺ Communication



SilverCloud: The leading provider of Digital CBT Interventions

Created through a combination of clinical and academic CBT research, the SilverCloud platform uses innovative technology to provide immediate access to human-led CBT support.

As part of Health Assured's clinical interventions, your people will be set up with online CBT programmes (if appropriate). Available on desktop, mobile, and tablet, the SilverCloud platform is user friendly, engaging, and hosts over **30 support programmes**.



Examples of programmes available include:

Mental Health

Helping alleviate the symptoms of common mental health conditions:

- ☺ Space from Anxiety
- ☺ Space from Depression
- ☺ Space for Sleep
- ☺ Space from Phobia
- ☺ Space from OCD

Wellbeing

Giving you the skills to deal with everyday issues that affect your mental health:

- ☺ Space for Resilience
- ☺ Space from Money Worries
- ☺ Space from Stress
- ☺ Supporting teens and children with low moods and anxiety

Chronic Health

Focus on the mental health aspects of living with a long term condition:

- ☺ Space in Diabetes
- ☺ Space in Lung Conditions
- ☺ Space in Chronic Pain
- ☺ Space in CHD
- ☺ Drug and Alcohol misuse



Rightsteps: Menopause Cognitive Behavioural Therapy (CBT)

Health Assured is now partnering with the online platform, Rightsteps, to provide a tailored Cognitive Behavioural Therapy solution for people experiencing menopause symptoms. The service was developed by **Prof Myra Hunter, at Kings College London.**

Who are Rightsteps?

Rightsteps are a social enterprise that have provided health and social care for almost 60 years. The team is made up of a qualified and clinically experienced management team that includes clinical psychologists, CBT Therapists, and counsellors.

How do I access Menopause support with Rightsteps?

To access CBT and support for menopause with Rightsteps, simply call the helpline and tell us some more details about the problems you're facing. Our team will ask a few questions, and we'll get you the support you need.

What is menopause CBT?

☺ To manage problematic symptoms such as hot flushes and night sweats

☺ Effective strategies for managing anxiety and depression

☺ Functional ways to reduce stress and overly negative thoughts that can make symptoms worse

☺ How to build your support network, find a relaxation routine and practise mindfulness

Wisdom AI: Health Assured's World-First Wellbeing Tool

What is Wisdom AI?

We know when you need answers to your wellbeing questions, you need them fast. So our exciting new innovation packages our counsellors' knowledge and the latest artificial intelligence into a search engine you can trust.

How does Wisdom AI work?

Our team have answered thousands of the most common questions we see across the helpline, and we've compiled them in a revolutionary platform that you can access anywhere - any time.

With this new tool, you won't need to search and scroll websites for instant information, you can get insights from counsellors who have years of experience helping people through these issues. This fantastic new knowledge hub can be the first port of call for anyone with a wellbeing question on their mind.

Combines powerful AI
and professional guidance

Wellbeing wisdom in an instant

When you need answers, you need them fast. So that's why we've created Wisdom AI—a pool of mental health knowledge combined of professional counselling expertise and the latest Artificial Intelligence.

As part of your wellbeing programme, you have full access to this revolutionary platform that delivers expert advice in a few simple clicks.

Ask your wellbeing question...

!

Most popular questions

What questions can I ask?

We've got every mental health topic covered. Whether you're looking for personal support, or someone else. Some of the most common questions we get asked are:

- ☺ What can I do to move on?
- ☺ How can I manage my health anxiety?
- ☺ What can I do to reduce my stress?
- ☺ Am I depressed?

What if I need further support?

If you want to talk about any of the topics in more detail, you can call us at any time. You can find the helpline number on your Wisdom homepage.



Total support

Implementation, promotion and launch build the foundation for a successful contract with high usage from others

Our dedicated relationship managers (RMs) will help you increase the usage of our services, with awareness raising sessions, quarterly reviews and advice on proactive management. We pride ourselves on our consultative approach and believe that no two clients are the same.

Management information (MI)

In addition to our service, we also provide regular management information (MI). This includes reports which cover:

- Service and usage summary
- Demographics
- Helpline calls by category
- GAD-7 (screening tool for anxiety)
- Advice calls by category
- PHQ-9 (screening tool for depression)
- Work-related calls
- Workplace outcome
- Benchmarking

Accessibility Options

- Translation services into 240 languages
- Live chat
- Video counselling with BSL counsellors
- Braille
- Easy read
- Materials in other languages*

Online Tools

- Online wellbeing portal
- Counselling support via email
- Video counselling support options
- LiveAgent instant chat support

*subject to request

Hello and welcome to Wisdom

Your guide to health and mental wellbeing

As a member of the Health Assured community, you have exclusive access to our revitalised app - helping you track your wellness, improve your mental health, and stay resilient during tough times.



Your Health Hub



Interactive mood tracker

You will receive regular prompts to track your mood. By tracking mood trends, Wisdom can help you identify patterns and areas for improvement in your wellbeing.



Four-week health plans

Wisdom will support you in your health goals, whether that be eating healthier, quitting smoking, sleeping better, or coping with pressure. Get started on your health plan and track your daily progress.



Mini health checks

How are you feeling today? Take a minute to check in with yourself by using the health checks to assess and support your health and mental wellbeing.



Breathing techniques

Our guided breathing exercises help you feel a sense of calm and relaxation to carry into the rest of your day.

Wellbeing Connected



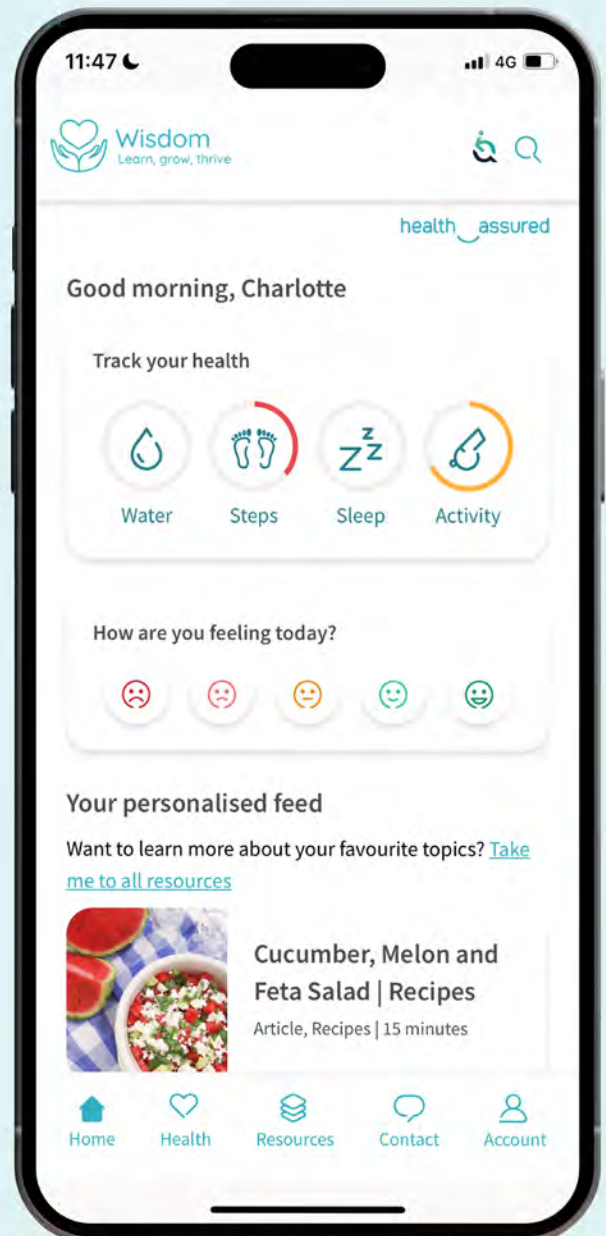
Personalisation

Wisdom allows you to personalise your homepage so you can access tailored resources and learning materials based on your interests.



Live Chat

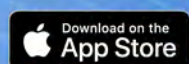
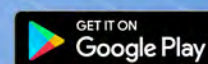
The Live Chat feature allows you to contact a dedicated wellbeing counsellor using live messaging and video calls. For further support, you can call our helpline - available 24/7, 365 days a year. We've made it as easy as possible for you to get the right advice when you need it the most.



Download and register today

Wisdom | health assured

Unique code:



Additional content

Blog articles

Every week we upload new articles covering the latest mental health and wellbeing topics, offering support, tips and guidance on managing the ups and downs of life.

Monthly newsletters

Our monthly newsletters for both organisations and individuals, provide articles, webinars, assets and important updates.

Monthly content calendar & Annual wellbeing calendar

We'll provide you with a sneak peak of upcoming content, including articles and social media posts. You will also receive an annual calendar highlighting monthly wellbeing focuses and awareness days.

Launching the Assistance Programme together

A successful launch in your organisation will increase usage rates, meaning you get the most out of the service. When your people know about the service, how to use it and what it can help with - they feel more inclined to reach out if they need it. That's why we've developed an implementation process that works. With help from our side, we'll ensure that you'll have everything you need to launch effectively.

Launch materials

Our welcome materials will help you and your team - become more familiar with the services available. They dive deeper into the problems we can support with and how they can access the service.

The Mental Health Hour

Our monthly Q&A session allowing EAP users and the public to ask one of our in-house counsellors a question surrounding topics in the mental health sphere.

Spotify content

Music has an abundance of mental health benefits - which is why we've launched Health Assured's Spotify. Each month we feature a new playlist that will be included in our newsletter.

Webinars

Designed to provide topical information as well as self-help guidance to support and educate on a variety of mental health issues.

Presentations

Your relationship manager can also provide a presentation to your managers or people that gives a full overview of the service. Presentations help your teams get to know Health Assured in a more personal way, helping to raise awareness and increase understanding of the service.

Dedicated relationship manager

We pair all of our clients with a dedicated relationship manager - who will be on hand to support them at every step of the process. They can answer any questions and provide information whenever you need it - we're only ever a phone call away.

How do our users find the service?

“

“My company signed up for this and I cannot thank them and Health Assured enough. Just knowing that trained counsellors will be there for you 24/7/365 to talk you through your darkest hour is the most reassuring peace of mind you could ever ask for.”

“

“This was my first time using the service provided by my work. The support I was given was truly well received and at a time I needed it the most. The counsellor took the time to listen to me and provided great support and tools to help me through a very difficult time in my life.”

“

“Cannot recommend this amazing service enough. Sarah helped me go from somewhere horribly dark and bleak to feeling like myself again. She listened, remembered details and helped me to understand what I wanted to get out of the sessions.”





Access FREE HR advice

We're giving your EAP an upgrade!

Courtesy of our partnership with Peninsula, we'll be offering all of our SME clients **FREE** HR advice to help support you. This industry-first feature isn't available with any other EAP on the market - and we're delighted to bring this support to you at no extra cost.

So how can you access this support?

You can now call our HR helpline from 9 am - 5 pm Monday to Friday. At the other end of the line, CIPD-qualified consultants will be on hand to deliver their professional HR and health & safety services.

You can contact us about any issue and you can use this support as often or as little as you like.

What issues can I get support with?



Risk assessment



Sick leave and absence



Conduct issues



Updating staff contracts



Dismissals



Family leave



TUPE



Redundancies



Holiday entitlement

Prevent stress at work with Active Care

A fast-track stress intervention service from Health Assured

The Active Care service from Health Assured provides effective intervention on the very first day an employee reports an absence related to stress or anxiety.

Active Care provides in-the-moment support and guidance from a dedicated counsellor, safeguarding employee mental health and improving your return-to-work rates:

- ☺ Proactive support and guidance from a dedicated counsellor
- ☺ Safeguard employee mental health
- ☺ One-day stress intervention service for stress and anxiety
- ☺ Improve your return-to-work rates
- ☺ 30-minute structured consultation



Price per Month

Your bespoke pricing covers your 24 employees

	Complete		Premier	
	6 sessions	8 sessions	10 sessions	12 sessions
24/7 helpline - counselling, legal, financial and medical information	✓	✓	✓	✓
Face-to-face counselling sessions (structured 50 minute sessions, per issue per year)	6	8	10	12
Online health portal & access to the Wisdom app	✓	✓	✓	✓
cCBT - SilverCloud and Rightsteps	✓	✓	✓	✓
Day 1 intervention for absence	✓	✓	✓	✓
Life and Leadership Coaching (structured sessions per employee per year)	1	1	4	4
HR advice line (for management only)	✓	✓	✓	✓
Management support line and counselling	✓	✓	✓	✓
Access to Occupational Health Assessments	✓	✓	✓	✓
Dedicated Relationship management ^{Ref 1}	✓	✓	✓	✓
Crisis assistance and telephone support	✓	✓	✓	✓
Work health assessment and night worker questionnaires ^{Ref 2}			✓	✓
Mental Health First Aid Course - 2 day accredited course ^{Ref 3}			✓	✓
Price:	36 Months	£63.75	£100.83	
	60 Months	£57.75	£91.67	

*All quotes fees excluding VAT

Ref 1: MI Reporting is top level usage only for any schemes less than 50 employees, up until 350 employees this is produced at month 9, over this is quarterly.

Ref 2: Work Health Assessments are inclusive within the Assured EAP up to a maximum of 25% of the total number of declared employees per annum.

Ref 3: One place per annum.



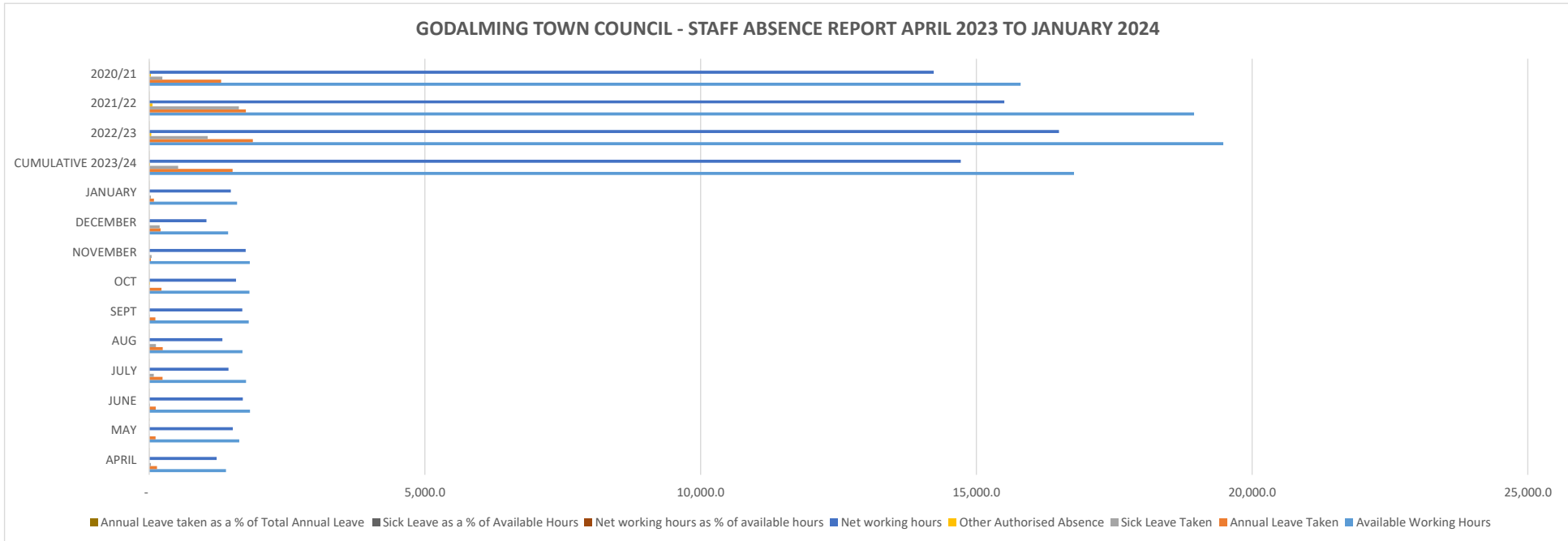
Riaz Shah
01615522623
riaz.shah1@healthassured.co.uk
Wellbeing Partner

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2023 TO JANUARY 2024

	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOVEMBER	DECEMBER	JANUARY	CUMULATIVE 2023/24 Hours	2022/23 Hours	2021/22 Hours	2020/21 Hours
Available Working Hours	1,392.3	1,633.3	1,828.0	1,757.4	1,691.2	1,805.6	1,817.0	1,822.5	1,431.5	1,592.6	16,771.4	19,476.8	18,947.2	15,801.4
Annual Leave Taken	140.6	116.3	117.1	240.5	244.2	111.0	222.3	29.6	206.5	84.9	1,513.0	1,879.8	1,753.9	1,305.4
Sick Leave Taken	29.9	1.5	13.4	81.0	121.2	7.4	7.4	44.4	188.7	29.6	524.5	1,062.1	1,625.7	239.8
Other Authorised Absence	-	-	-	-	-	-	14.8	-	-	-	14.8	38.0	61.2	30.4
Net working hours	1,221.8	1,515.5	1,697.5	1,435.9	1,325.8	1,687.2	1,572.5	1,748.5	1,036.3	1,478.1	14,719.1	16,496.9	15,506.4	14,225.8
Net working hours as % of available hours	88%	93%	93%	82%	78%	93%	87%	96%	72%	93%	88%	85%	82%	90%
Sick Leave as a % of Available Hours	2.1%	0.1%	0.7%	4.6%	7.2%	0.4%	0.4%	2.4%	13.2%	1.9%	3.1%	5.5%	8.6%	1.5%
Annual Leave taken as a % of Total Annual Leave	6%	5%	5%	11%	11%	5%	10%	1%	9%	4%	66%	91%	86%	84%

Notes:

Annual Leave 2023/24 - Full Year	2141.9	1877.2	1810.35	1508
Annual Leave b/f from 2022/23	173.2	187.7	234.3	45.7
Total Annual Leave Available - Full Year	2315.1	2064.9	2044.7	1553.7



GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2023 TO JANUARY 2024

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	2023/24 CUMULATIVE Hours
Opening TOIL Balance	54.5	25.0	103.0	67.3	47.0	53.3	43.3	36.0	75.5	73.3	
Accumulated	7.2	109.3	8.3	6.3	18.0	-	5.5	62.5	30.3	-	247.3
Taken	37.0	31.3	44.0	29.3	11.3	10.0	13.2	23.0	32.5	22.3	253.8
Closing TOIL Balance	25.0	103.0	67.3	47.0	53.3	43.3	36.0	75.5	73.3	51.0	
Festivals	-	65.5	-	-	15.0	-	-	22.2	19.3	-	121.9
Council Meetings	7.2	-	2.3	4.3	3.0	-	-	2.3	3.3	-	22.4
Parish Meetings	-	-	-	-	-	-	-	-	-	-	-
Other Evening Meetings	-	10.5	-	-	-	-	-	-	-	-	10.5
Civic Events	-	-	8.3	-	-	-	2.5	22.0	-	-	32.8
Other	-	33.0	-	2.0	-	-	3.0	16.0	7.3	-	61.3
	7.2	109.3	10.6	6.3	18.0	-	5.5	62.5	29.9	-	249.2

April - Council meetings

May - Kings Coronation Weekend, Elections, Godalming Run, Councillor Induction

June - Civic Service

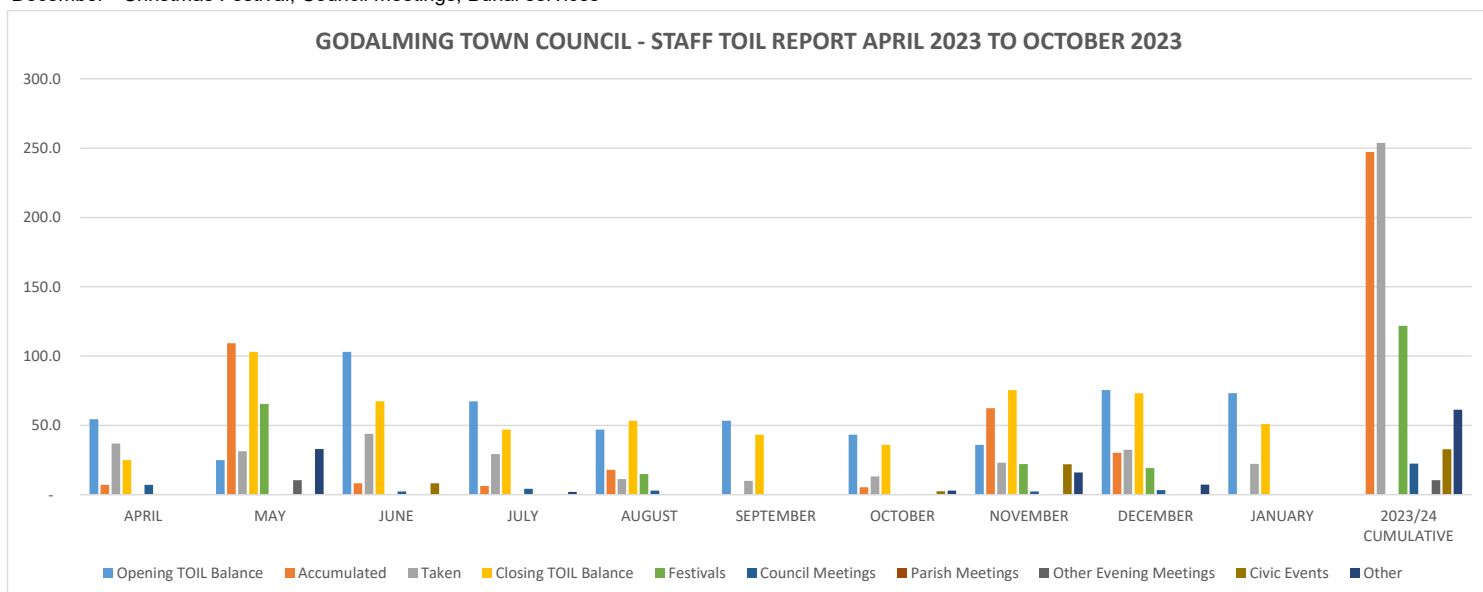
July - Council meetings, UKSPF Interviews

August - Green Gala, Council meetings

October - Mayors Quiz, Budgets

November - Fireworks, Remembrance, Christmas festival, Budgets, Council meetings

December - Christmas Festival, Council meetings, Burial services



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.