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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

7 September 2020

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held via Zoom on TUESDAY, 15 SEPTEMBER 2020 at 6.30pm.

Andy Jeffery
Town Clerk

The meeting of the Staffing Committee of the Godalming Town Council will be held under the provisions of the Coronavirus Act 2020 and The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/81751656862?pwd=a1oyWmZoUDBBMCS3Tm16UHlnT1BOUT09>

Meeting ID: 817 5165 6862
Passcode: 874447

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 4 August 2020, 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 - ITEM FOR NOTE**

In accordance with Standing Order 146 a summary report of staff absences for 31 August 2020 is attached for the information of Members

6. LEAVE 2020/21 – ITEM FOR DECISION

Recommendation – Members to resolve to agree to approve the Supplementary Guidelines to ‘PART ONE – ANNUAL LEAVE ALLOWANCE’ of the Godalming Town Council Leave Policy adopted 25 July 2019 shown below, with such approval being time limited to 31 March 2023.

Following the meeting of the Staffing Committee held on 4 August 2020, Members requested that, due to the uncertainties of being able to take holidays in the normal manner, a proposal be brought forward for consideration of the carrying forward of leave from leave year 2020/21 to 2021/22 (Min No 85-20 refers).

The Council’s adopted leave policy requires that:

- Annual leave should be planned over the year and not “saved” until the end of the financial year. Staff should give consideration to the operational needs of the Council prior to making an annual leave request. Every effort will be made to accommodate requests for annual leave.
- Any employee not having taken at least 18 days of their Annual Leave Allowance (ALA) by 31 January will be required to submit a leave plan which provides for a minimum of 28 paid leave days to have been taken by 31 March. (18 days ALA, 2 Statutory Days plus 8 Public Holidays = 28 Days) pro rata for part time employees.
- All annual leave should be taken within the current leave year. In **exceptional circumstances**, employees may be allowed to carry over a maximum of five days untaken annual leave into the following year. Staff must request prior approval of the Town Clerk no later than 31 January in order to carry over unused annual leave. The Town Clerk will require approval of the Chair of the Staffing Committee in order to carry over unused annual leave.

Due to the current situation the following temporary amendments (time limited to 31 March 2023) to the current policy are proposed:

Supplementary Guidelines to ‘PART ONE – ANNUAL LEAVE ALLOWANCE’ of the Godalming Town Council Leave Policy adopted 25 July 2019

- Any employee not having taken at least 11 days of their Annual Leave Allowance (ALA) by 31 October will be required to submit a leave plan which provides for a minimum of 21 paid leave days to have been taken by 31 March. (11 days ALA, 2 Statutory Days plus 8 Public Holidays = 21 Days) pro rata for part time employees.
- Annual leave should be taken within the current leave year, however, in recognising the **exceptional circumstances** experienced in leave year 2020/21 employees may (subject to having taken a minimum of 21 days paid leave) be allowed to carry over a maximum of ten days untaken annual leave to be taken by 31 March 2023.
- Untaken leave from 2020/21 not be taken by 31 March 2023 will be forfeited.
- All annual leave due in leave years 2021/22 and 2022/23 should be taken within the leave year for which it is accumulated.
- Except with the prior approval of the Staffing Committee no annual leave accumulated between 1 April 2021 and 31 March 2022 or 1 April 2022 and 31 March 2023 is to be carried forward into the following leave year. Prior approval to be sought by 31 January of the relevant leave year.

7. 2020-21 NATIONAL SALARY AWARD – ITEM FOR DECISION

Recommendation: Members to resolve to agree to recommend that Full Council approve the NJC negotiated National Salary Award.

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020. The 2020-21 National Salary Award equates to an uplift of 2.75%.

Additionally, the NJC also agreed to enter into discussions on examining all options for ensuring the sector – and the NJC pay spine – can meet the challenge of the Government’s target for the National Living Wage in coming years. Members will wish to note that all employees of GTC are paid at or above the National Living Wage.

8. **KICKSTART SCHEME – ITEM FOR DECISION**

Recommendations:

1. **Members to resolve to agree to support GTC involvement in the Government Kickstart Scheme**
2. **Members to resolve to agree that Officers should investigate the details of the scheme and bring detailed proposals for consideration by this Committee**

Following the publication of the details of the Government’s Kickstart Scheme aimed at providing work experience opportunities to young people aged 16-24, Members are requested to consider a background and initial scoping report on the Kickstart scheme (report attached for the information of Members)

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 to be confirmed by the Committee Chair.

11. **ANNOUNCEMENTS**

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

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

12. **STAFFING STRUCTURES - ITEM FOR DECISION**

Recommendation: Members to determine to approve actions required to facilitate a review of staffing structures.

Members to receive a report from the Committee Chair (attached for the information of Members) following the meeting of the working group established in accordance with Min No 87-20, and held on 24 August, to bring forward a proposal setting the parameters for a staffing structure review. Such proposal to take into consideration the Council’s Programme 2019-2023 and the outcomes of the staffing review conducted in 2017.

Additionally, Members to receive an oral report from the Committee Chair relating to investigations of other Town & Parish Councils within the area who have recently engaged external organisations to conduct a staffing structure review.

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
TC Quarterly meeting	Chair of Staffing & Leader of Council to hold quarterly meeting with TC – Telecon & email only since lockdown	14 Jan 2020	3
Staff Meeting	Chair of Staffing & Leader of the Council to attend staff meeting – None since lockdown	17 Dec 2019	4
Set Date for Staff Appraisals	Chair of Staffing & P&M to conduct TC annual appraisal	26 Nov 2019	6
Review of staffing & employment policies to establish statutory requirement and best practice	TC to seek guidance from SLCC and SSALC – No progress made		1
Modern Slavery Policy	Check WBC policy		5
Annual Report of HR Services	Town Clerk to report on annual usage and cost of external HR Support	Due February 2020	2

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
Employee Code of Conduct	13 September 2018 Reviewed Feb 2020	September 2021
Dignity at Work Policy	19 December 2019	September 2021
Fire Safety Precautions and Emergency Procedures	15 November 2018	30 January 2020 Deferred until completion of office move
First Aid Policy	15 November 2018	30 January 2020 Deferred until completion of office move
Lone Working Policy	15 November 2018	30 January 2020 Deferred until completion of office move

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
Code of Conduct – IT Facilities	22 March 2018 Reviewed Feb 2020	February 2022
Social Media Policy	22 March 2018 Reviewed Feb 2020	February 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
Appraisal Scheme	28 March 2019	March 2021
Absence & Sick Pay Policy and Procedure	4 July 2019	July 2021
Leave Policy	4 July 2019	July 2021

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2020 TO AUGUST 2021

	APRIL	MAY	JUNE	JULY	AUGUST	CUMULATIVE	2019/20	2018/19	2017/18
	Hours	Hours	Hours	Hours	Hours	Hours			
Available Working Hours	1,238.0	1,180.2	1,349.0	1,421.6	1,232.0	6,420.8	13,107.4	10,865.6	9,005.6
Annual Leave Taken	51.8	30.4	74.0	171.1	170.2	497.5	1,415.2	1,338.8	873.6
Sick Leave Taken	-	-	-	7.4	-	7.4	88.1	67.5	106.6
Other Authorised Absence	-	30.4	-	-	-	30.4	9.7	4.0	2.0
Net working hours	1,186.2	1,119.4	1,275.0	1,243.1	1,061.8	5,885.5	11,594.4	9,455.3	8,023.4
Net working hours as % of available hours	96%	95%	95%	87%	86%	92%	88%	87%	89%
Sick Leave as a % of Available Hours	0.0%	0.0%	0.0%	0.5%	0.0%	0.1%	0.7%	0.6%	1.2%
Annual Leave taken as a % of Total Annual Leave	3%	2%	5%	11%	11%	32%	94%	93%	83%

Notes:

Annual Leave 2020/21 - Full Year	1508	1444.2	1266.6	930.2
Annual Leave b/f from 2019/20	45.7	64.4	168.6	118.6
Total Annual Leave Available - Full Year	1553.7	1508.6	1435.2	1048.8

All figures are expressed in hours

GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2020 TO AUGUST 2020

	APRIL	MAY	JUNE	JULY	AUGUST	CUMULATIVE
	Hours	Hours	Hours	Hours	Hours	Hours
Opening TOIL Balance	58.2	92.5	69.2	58.5	58.5	
Accumulated	50.5	6.3	-	-	2.0	58.8
Taken	16.0	30.0	10.3	-	40.0	96.3
Closing TOIL Balance	<u>92.5</u>	<u>69.2</u>	<u>58.5</u>	<u>58.5</u>	<u>20.5</u>	
Festivals	-	-	-	-	-	-
Council Meetings	-	1.3	-	-	2.0	3.3
Parish Meetings	-	-	-	-	-	-
Other Evening Meetings	-	-	-	-	-	-
Civic Events	-	-	-	-	-	-
Other	50.5	5.0	-	-	-	55.5
	<u>50.5</u>	<u>6.3</u>	<u>-</u>	<u>-</u>	<u>2.0</u>	58.8

Notes:

April - COVID 19 preparations

May - COVID 19 preparations

August - Council meetings

SC 15 09 20
Agenda Item 5

8. KICKSTART SCHEME

Introduction

The Government Kickstart Scheme is aimed at youngsters on Universal Credit aged between 16-24 and will offer six-month work placements – with wages paid by the Government.

Employers can find more information about the Kickstart scheme:

<https://www.gov.uk/government/news/kickstart-scheme-opens-for-employer-applications>

Businesses will be able to sign up to be part of the landmark £2 billion Kickstart Scheme, giving unemployed young people a future of opportunity and hope by creating high-quality, Government-subsidised jobs across the UK.

The Government will fully fund each “Kickstart” job - paying 100% of the age-relevant National Minimum Wage, National Insurance and pension contributions for 25 hours a week.

Employers will be able to top up this wage, while the Government will also pay employers £1,500 to set up support and training for people on a Kickstart placement, as well as helping pay for uniforms and other set up costs. The jobs will give young people – who are more likely to have been furloughed, with many working in sectors disproportionately hit by the pandemic - the opportunity to build their skills in the workplace and to gain experience to improve their chances of finding long-term work.

Businesses of all sizes looking to create quality jobs for young people can apply and there is no cap on the number of places. Young people will be referred into the new roles through their Jobcentre Plus work coach with the first Kickstarts expected to begin at the start of November.

The scheme, which will be delivered by the Department for Work and Pensions, will initially be open until December 2021, with the option of being extended.

To help smaller businesses, employers offering fewer than 30 placements will be asked to make a bid through an intermediary, such as a Local Authority or Chamber of Commerce, who will then bid for 30 or more placements as a combined bid from several businesses. This will make the process easier and less labour intensive to apply for these smaller companies who only want to hire one or two Kickstarters.

Young people are usually amongst the worst hit by financial crises, and unemployment can have longstanding implications for their future jobs and wages. Around 700,000 young people are set to leave education and enter the job market this year, with a quarter of a million more people aged under 25 claiming unemployment benefits since March – with youth unemployment having a long-term impact on jobs and wages.

Bidding Process

Although details have only recently been announced, GTC has received information from WBC Economic Development team that Surrey Chambers of Commerce will be taking on the role of intermediary for the Kickstart Scheme. As an intermediary, Surrey Chambers will be pulling groups of 30 businesses together to bid for their funding.

At this point, it is not known whether any of the primary Local Authorities or organisations such as SSLAC will be offering an intermediary service to Local Councils.

Potential GTC Offering

Whilst, it should be noted that Officers are not suggesting that GTC seeks early involvement with the Kickstart Scheme, it is considered that Local Councils do have a range of opportunities that could be suitable for engagement with the Kickstart Scheme.

If the 246 Local Councils with a precept over £500K each provided an opportunity for two Kickstart employees and those with a precept between £300K and £499K did the same for one young person, the Local Council (parish) sector would provide opportunities for over 700 young people.

Whilst GTC cannot speak for other Local Council's as one of the largest Local Council's in England - of the 8,623 precepting Local Councils in England, Godalming is the 8,481 largest by precept income. However, when the Joint Burial Committee is added to this position, Godalming moves up the list by 135 places, which puts it just behind Dover as the 111 largest Local Council in England – it could offer opportunities to at least two young people.

At this stage Officers would not wish Members to commit to the scheme as further investigation needs to be undertaken and detail provided. However, early thoughts are that GTC could, from April 2021, offer the following positions:

- Administrative Assistant/Events Assistant
- Assistant Gardener

Considerations

In considering whether to take this forward, there are a number of issues to consider, including any additional expenditure that would be incurred by GTC. Would GTC offer opportunities solely based on the Kickstart criteria or enhance the opportunity by offering additional hours over the Government paid 25 hours per week, and would GTC wish to retain the offering at age related minimum wage or would it wish to offer the NCJ living wage?

Members are asked to determine whether:

1. They wish to support GTC involvement in the Government Kickstart Scheme?
2. They wish Officers to investigate the details of the scheme to bring further proposals for consideration by this Committee?

Godalming Town Council: Staffing Working Group

Review of the Structure, Roles and Pay Grades

1. Terms of Reference

The terms of reference are to review the structure, roles and pay grades of staff required to meet the Town Council's program for 2019 – 2023*, together with any evolving commitments. To make recommendations to the Policy and Management Committee.

The review to give particular attention to the workload of the Town Clerk and to enable him to adopt a strategic role.

- The program 2019-23 as reviewed by the P&M Committee on 25th June 2020 can be viewed at <https://godalming-tc.gov.uk/council-policies-procedures/>
- Subsequent priorities and actions have been made in response to the Covid-19 pandemic and the recent easing of lockdown.
- Additions include:-
 - A) The Community Store in Council facilities but with less involvement from GTC officers (i.e. volunteer led).
 - B) The signage and vehicle restrictions imposed for the management of Godalming High Street.
 - C) Providing a publicity campaign for the reopening of the High Street.
 - D) New arrangements for users of community facilities to ensure Covid-19 protection measures are observed.
 - E) The establishment of plans to address loss of revenue for GTC.
 - F) Completion of "paperwork" for Waverley BC/Central Government to recoup community support expenditure during Covid-19 epidemic and easing out of lockdown.

Running two busy cemeteries, a major budget area in their own right.

GODALMING TOWN COUNCIL

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

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

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

Signed _____

Dated _____

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

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

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