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107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

10 November 2023

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in The Pepperpot, High Street, Godalming on THURSDAY, 16 NOVEMBER 2023 at 6.30pm.

*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](mailto: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 14 September 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. **STAFF ABSENCES & TOIL**

In accordance with Standing Order 146 a summary report of staff absences for 2023 to date is attached for the information of Members

6. 2023-24 NATIONAL JOINT COUNCIL PAY AWARD – ITEM FOR DECISION

**Recommendation:**

- a) **Members to resolve to agree to recommend that Full Council approve the NJC negotiated National Salary Award.**
- b) **Members to authorise, that if received prior to the 14 December, the JNC settlement proposal be taken directly to Full Council.**
- c) **Members to resolve to agree to recommend to Full Council that Full Council authorise that any settlement reached by the JNC that is equal to or less than that agreed by the NJC may be signed off for payment by the Town Clerk without the matter first being brought to a scheduled or Extraordinary meeting of the Full Council.**

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2023-24 to be implemented from 1 April 2023. The 2023-24 National Salary Award does not provide for a single across the board percentage increase, but rather provides for a £1 per hour increase across the board up to scale point 43 and 3.88% above that point, this means that those on the lower pay scales receive the largest percentage increase. For GTC staff this provides a percentage increase range between 9.42% to 3.88%.

Members are asked to note that the pay award outlined above is only for those employed under NJC terms and conditions as set out in the 'Green Book'.

The Council's youth workers are employed under the terms and conditions governed by the JNC as set out in the 'Pink Book', whose annual settlement runs from September to August each year. Currently, settlement for those employed under JNC terms has not been reached. In order to avoid unnecessary delays in the payment of the pay award agreed for youth staff, Members are requested to approve that if the pay award for the youth staff is received before the next scheduled Full Council on 14 December, the Town Clerk is authorised to present the award directly to Full Council without first needing to convene a meeting of this committee.

Additionally, as the sign off of a pay award is a reserved matter for the Full Council, Members are also requested to recommend to Full Council on the 14 December that if the settlement for the youth staff has not by then been received, Full Council approved the payment of any settlement agreed so long as the settlement is of an equal or lesser amount than that agreed by the NJC, noting that if the JNC proposes a settlement above that agreed by the NJC the matter must come before Full Council in order for payment of the award to be approved.

7. STAFFING COMMITTEE – SERVICE AREA VISITS

Members to consider issues raised and outcomes of the committee's service area visit on 24 October to Godalming Museum.

Due to the postponement of the committee's visit to the Support Services and Facilities team caused by the uncertainty around staff availability due to water supply issues, Members are requested to agree an alternative date for this service area.

Members to confirm the service area visit to the Grounds and Maintenance team at 15.00 on Tuesday, 21 November at Eashing Cemetery.

8. HEALTH & SAFETY

Members to receive an update from the Chair regarding the formation of a Safety, Health and Environment Committee (SHE Committee), as a sub-committee of the Staffing Committee.

Standing Order 94 allows that:

*“Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.*

*The members of a committee [sub-committee] may include non-councillors unless it is a committee which regulates and controls the finances of the Council”.*

The above Standing Order allows for the formation of the SHE Committee as a sub-committee of the Staffing Committee and allows non-councillors, for example employees, to be part of that sub-committee.

To assist Members in their consideration the Health & Safety Executive, ‘Consulting Employees on Health & Safety – A brief Guide to the Law’ is attached for the information of members.

Proposed SHE Committee Terms of Reference:

Purpose: To develop and promote a safety culture within GTC through the encouragement of all staff to consider the safety health and environmental dimensions of their own job and risks posed by or to their colleagues and the public.

Format: Quarterly meetings to be chaired by the Leader or Chair of Staffing, and to be attended by a representative from each team plus the Proper Officer and/or RFO.

Agenda: To be evolved to ensure meaningful discussion, but ideas include:

- review of reportable accidents or illness;
- review of near misses
- review of training received and employee reaction to it; good, bad, not relevant, should we seek alternative providers if not relevant to our activities etc.;
- review status of risk assessments and their relevance to job planning. Do they help or hinder?
- Availability and suitability of PPE. Is it used?
- Review of any formal or informal audits;
- specific current or foreseeable issues.

Members are requested to consider the proposed Terms of Reference for the SHE Committee set out above, and if in agreement, resolve to approve the formation of Safety, Health and Environment Committee as a Staffing sub-committee and approve its terms of reference.

## 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 Council Chamber on Thursday, 15 February 2024 at 7.00pm or at the conclusion of the preceding Full Council meeting, whichever is later.

## 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 12 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

12. STAFFING STRUCTURE REVIEW

Members to receive a confidential report regarding staffing structure options and to consider recommendation.

5. 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 September 2021	Q3 2023
Lone & Flexible Working Policy	Deferred until adoption of updated HSE policy and statement	15 November 2018/ Reviewed September 2021	Q3 2023

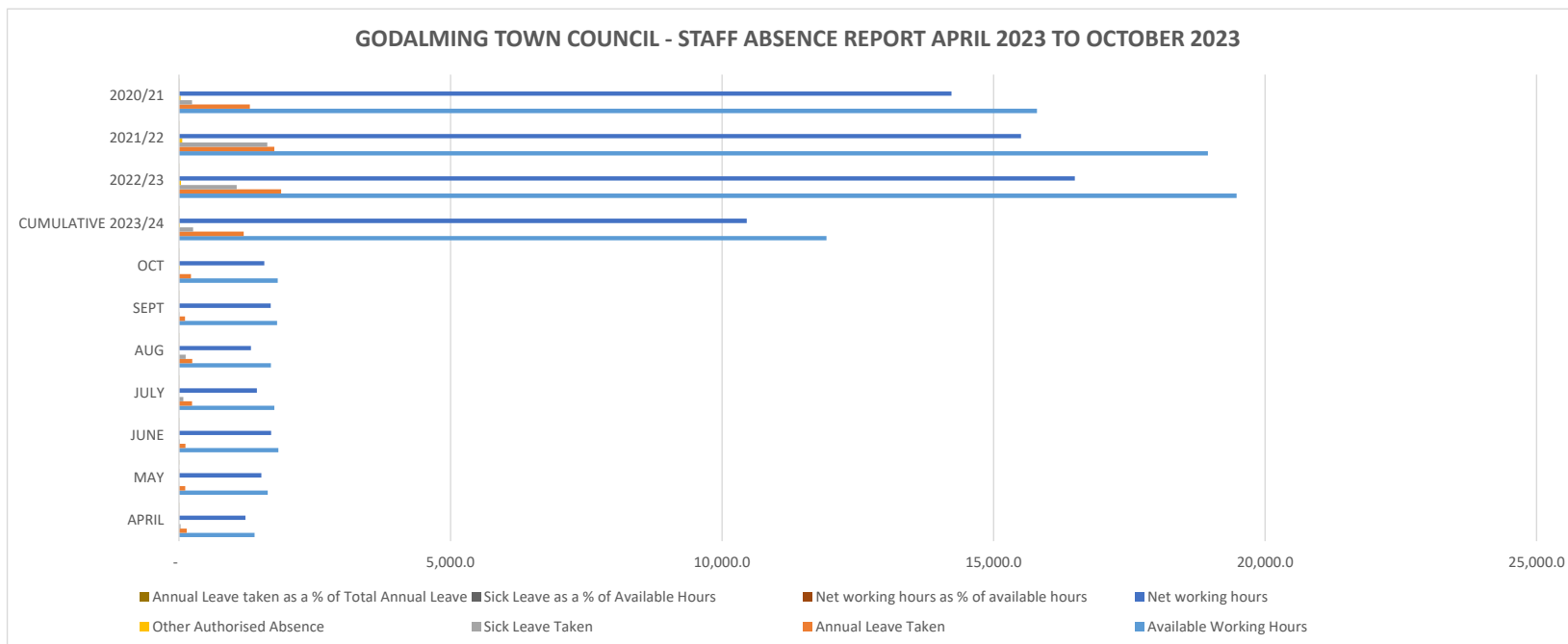
<b>POLICY REVIEWS – to be updated following review on this agenda</b>	<b>PERSON UNDERTAKING REVIEW</b>	<b>DATE ADOPTED/ LAST REVIEWED</b>	<b>REVIEW DATE</b>
Disciplinary Procedure		13 January 2022	Q1 2024
Grievance Policy		13 January 2022	Q1 2024
Code of Conduct – IT Facilities		22 March 2018/ Reviewed 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

**GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2023 TO OCTOBER 2023**

	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	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	<b>11,924.8</b>	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	<b>1,192.0</b>	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	<b>261.8</b>	1,062.1	1,625.7	239.8
Other Authorised Absence	-	-	-	-	-	-	14.8	<b>14.8</b>	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	<b>10,456.2</b>	16,496.9	15,506.4	14,225.8
Net working hours as % of available hours	88%	93%	93%	82%	78%	93%	87%	<b>88%</b>	85%	82%	90%
Sick Leave as a % of Available Hours	2.1%	0.1%	0.7%	4.6%	7.2%	0.4%	0.4%	<b>2.2%</b>	5.5%	8.6%	1.5%
Annual Leave taken as a % of Total Annual Leave	6%	5%	5%	11%	11%	5%	10%	<b>52%</b>	91%	86%	84%

Notes:

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



**GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2023 TO OCTOBER 2023**

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	2023/24 CUMULATIVE Hours
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
Opening TOIL Balance	54.5	25.0	103.0	67.3	47.0	53.3	43.3	
Accumulated	7.2	109.3	8.3	6.3	18.0	-	5.5	<b>154.5</b>
Taken	37.0	31.3	44.0	29.3	11.3	10.0	13.2	<b>176.1</b>
Closing TOIL Balance	25.0	103.0	67.3	47.0	53.3	43.3	36.0	
Festivals	-	65.5	-	-	15.0	-	-	<b>80.5</b>
Council Meetings	7.2	-	2.3	4.3	3.0	-	-	<b>16.8</b>
Parish Meetings	-	-	-	-	-	-	-	-
Other Evening Meetings	-	10.5	-	-	-	-	-	<b>10.5</b>
Civic Events	-	-	8.3	-	-	-	2.5	<b>10.8</b>
Other	-	33.0	-	2.0	-	-	3.0	<b>38.0</b>
	7.2	109.3	10.6	6.3	18.0	-	5.5	<b>156.8</b>

April - Council meetings

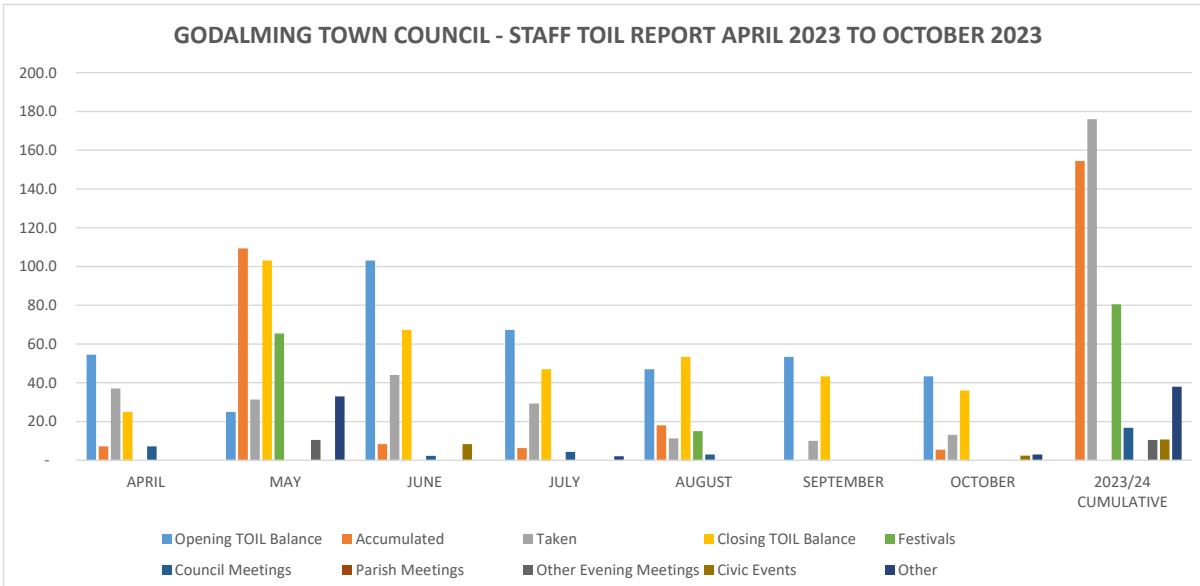
May - Kings Coronation Weekend, Elections, Godalming Run, Councillor Induction

June - Civic Service

July - Council meetings, UKSPF Interviews

August - Green Gala, council meetings

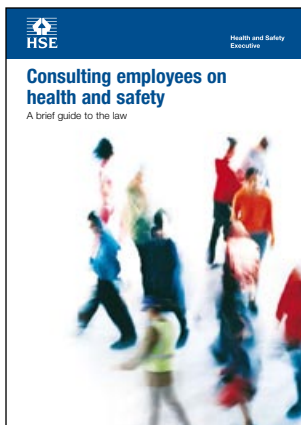
October - Mayors Quiz, Budgets





# Consulting employees on health and safety

A brief guide to the law



This is a web-friendly version of leaflet INDG232(rev2), published 04/13

## Introduction

Employers have a duty to consult with their employees, or their representatives, on health and safety matters. This leaflet is aimed at employers and discusses what they need to do to ensure they are complying with the law.

The law sets out how employees must be consulted in different situations and the different choices employers have to make. There are two different regulations that require employers to consult their workforce about health and safety:

- the Safety Representatives and Safety Committees Regulations 1977 (as amended); and
- the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

These regulations will apply to most workplaces.

In workplaces where the **employer recognises trade unions** and **trade unions are recognised for collective bargaining purposes**, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply.

In workplaces where **employees are not in a trade union** and/or **the employer does not recognise the trade union**, or **the trade union does not represent those employees not in the trade union**, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.

## How the regulations apply

### Key to colour-coded material

References to the regulations are colour coded to help you find the parts that are most relevant to you.

- The Safety Representatives and Safety Committees Regulations 1977.
- The Health and Safety (Consultation with Employees) Regulations 1996.

Depending on the circumstances within your workplace, you may only have to consult under one set of regulations, or you may have to consult under both.

Where you already have existing consultation arrangements that satisfy health and safety law, there is no requirement to change them. However, you may want to review your arrangements on a regular basis to make sure that they continue to work for your organisation.

This leaflet uses the term 'health and safety representative' to apply to representatives under both sets of regulations.

This leaflet only applies to onshore workplaces. For information about offshore workplaces, see *A guide to the Offshore Installations (Safety Representatives and Safety Committees) Regulations 1989*.

## **Why should I consult employees on health and safety?**

Consulting with employees can have real benefits for your business, including:

- increased productivity – businesses with good workforce involvement in health and safety tend to have a better productivity rate;
- improvements in overall efficiency and quality; and
- higher levels of workforce motivation.

Consulting employees about health and safety can result in:

- a healthier and safer workplace – your employees can help you to identify hazards, assess risks and develop ways to control or remove risks;
- better decisions about health and safety – they are based on the input and experience of a range of people, including employees who have extensive knowledge about their own job and the business;
- a stronger commitment to implementing decisions or actions – as employees have been actively involved in reaching these decisions;
- greater co-operation and trust – employers and employees who talk to each other and listen to each other, gain a better understanding of each other's views; and
- joint problem-solving.

By law, you must consult all employees on health and safety matters. Some workers, who are self-employed, are still classed as employees under health and safety law.

## **What must I consult about?**

You must consult with employees or their representatives about the following:

- the introduction of any measure which may substantially affect their health and safety at work, eg the introduction of new equipment or new systems of work, such as the speed of a process line or shift-work arrangements;
- arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law);
- the information you must give your employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and
- the health and safety consequences of introducing new technology.

## **What information should I make available to my employees?**

You must give your employees, or their representatives, the information necessary to allow them to participate fully and effectively in the consultation. When consulting representatives, you must provide them with the information necessary to enable them to fulfil their functions.

Information should include any risks arising from employee work activities, the measures in place or proposals to control these risks, and what they should do if they are exposed to a risk, including emergency procedures.

You should already have the relevant information needed for employees as part of your health and safety management system, such as copies of risk assessments or accident records. There is no need for you to present this information in a different format and provide it as a separate package, or get hold of additional information for your employees or their representatives.

You do not have to provide information if:

- it would be against the interests of national security or against the law;
- it is about someone who has not given their permission for it to be given out;
- it would, other than for reasons of its effect on health and safety, cause substantial injury to the organisation, or if supplied by someone else, to the business of that person; or
- you have obtained the information for the purpose of any legal proceedings.

## **What does consultation with employees involve?**

Consultation involves you not only giving information to your employees but also listening to them and taking account of what they say before making any health and safety decisions.

The law does not state when you must consult, or for how long, but does say it must be 'in good time'. In practice, this means you have to allow enough time for your employees to consider the matters being raised and provide them with informed responses.

If at least two health and safety representatives request, in writing, that a safety committee be formed within the workplace, you must establish such a committee within three months of the request.

Consultation does not remove your right to manage. You will still make the final decision, but talking to your employees is an important part of successfully managing health and safety.

## What are the functions of health and safety representatives?

Under both regulations, health and safety representatives have a similar range of functions, but there are some differences. A comparison is shown in Table 1.

**Table 1** Functions of health and safety representatives

<b>Safety Representatives and Safety Committees Regulations 1977</b>	<b>Health and Safety (Consultation with Employees) Regulations 1996</b>
Representatives:	
Appointed in writing by a trade union recognised for collective bargaining purposes.	Elected by the workforce, where the employer has decided not to consult directly.
Title/position:	
Safety representatives.	Representatives of employee safety.
Functions:	
Investigate potential hazards and dangerous occurrences at the workplace, complaints by an employee relating to health, safety and welfare at work, and examine causes of workplace accidents.	
Representation to the employer on the above investigations, and on general matters affecting the health and safety of the employees they represent.	Representation to the employer on: <ul style="list-style-type: none"> <li>■ potential hazards and dangerous occurrences;</li> <li>■ general matters affecting the health and safety of the employees they represent; and</li> <li>■ specific matters on which the employer must consult.</li> </ul>
Inspect the workplace.	
Represent employees in dealings with health and safety inspectors.	Represent employees in dealings with health and safety inspectors.
Receive certain information from inspectors.	
Attend health and safety committee meetings.	

## What help and training must health and safety representatives receive?

### **Appointed representatives**

You must give appointed safety representatives the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances. The Trades Union Congress (TUC), or the trade union concerned, will offer training for trade union health and safety representatives and usually meet the costs.

### ***Elected representatives***

You must ensure that elected representatives receive the training they need to carry out their roles, as is reasonable in the circumstances, and pay any reasonable costs to do with that training, including travel and subsistence costs.

You must also give them the paid time necessary to carry out their functions and allow candidates reasonable time, with pay, to carry out their functions as a candidate in an election, as well as time to consult employees on health and safety.

### ***Facilities and assistance***

You must provide the facilities and any assistance reasonably required for health and safety representatives to carry out their role. This may include access to:

- a telephone and quiet area where they can have private conversations;
- a lockable cabinet or desk for paperwork, records or reference material;
- intranet and internet facilities (if available);
- a photocopier and a notice board to circulate information to the employees they represent; and
- time with the employer to discuss health and safety issues.

## **How are the regulations enforced?**

If you do not comply with the regulations, you will be committing an offence. Health and safety inspectors (from HSE and local authorities) may enforce the regulations where there is no evidence of consultation. They may also enforce the regulations if you fail to comply with your legal duties on procedural matters, eg if, in the case of the 1996 Regulations, there is more than one candidate for the role of health and safety representative and you appoint representatives of employee safety rather than permitting employee elections.

## **Resolving disputes**

If there are any disagreements between you and your employees about the interpretation of the regulations, with the exception of matters dealing with paid time for carrying out their role, they should be addressed through the normal procedure for resolving employment relations disputes. In certain circumstances, it may be helpful to involve the Advisory, Conciliation and Arbitration Service (Acas).

Health and safety representatives who have not been permitted to take paid time to carry out their roles (including for representatives under the 1996 Regulations, paid time to perform their functions as a candidate in an election) or be trained, or who have not been paid to do so, can apply to an employment tribunal. HSE inspectors will not intervene in these cases.

## **Could employees suffer because of taking part in consultation?**

No. The law protects employees from being penalised because they have taken part in health and safety consultation (whether as an individual or a representative). This includes taking part in electing a health and safety representative or being a candidate.

Any employee can apply to an employment tribunal if they feel they have been penalised for taking part in consultation. Further information about the employment tribunal system can be found at [www.gov.uk/courts-tribunals/employment-tribunal](http://www.gov.uk/courts-tribunals/employment-tribunal).

## **Further reading**

*A guide to the Offshore Installations (Safety Representatives and Safety Committees) Regulations 1989. Guidance on Regulations L110 (Third edition)*  
HSE Books 2012 ISBN 978 0 7176 6493 1 [www.hse.gov.uk/pubns/books/L110.htm](http://www.hse.gov.uk/pubns/books/L110.htm)

*Consulting workers on health and safety. Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended). Approved Codes of Practice and guidance L146 (Second edition)* HSE Books 2012 ISBN 978 0 7176 6461 0  
[www.hse.gov.uk/pubns/books/L146.htm](http://www.hse.gov.uk/pubns/books/L146.htm)

*Involving your workforce in health and safety: Good practice for all workplaces*  
HSG263 HSE Books 2008 ISBN 978 0 7176 6227 2  
[www.hse.gov.uk/pubns/books/hsg263.htm](http://www.hse.gov.uk/pubns/books/hsg263.htm)

*Safety representatives and safety committees on offshore installations: A brief guide for the workforce* Leaflet INDG119(rev1) HSE Books 1999  
[www.hse.gov.uk/pubns/indg119.htm](http://www.hse.gov.uk/pubns/indg119.htm)

Consulting and involving your workers [www.hse.gov.uk/involvement](http://www.hse.gov.uk/involvement)

Managing for health and safety [www.hse.gov.uk/managing](http://www.hse.gov.uk/managing)

## **Further information**

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: [www.hse.gov.uk/pubns/indg232.htm](http://www.hse.gov.uk/pubns/indg232.htm).

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## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a registerable interest (non-pecuniary interest)]<sup>3</sup> in the following matter:-

**COMMITTEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME OF COUNCILLOR:** \_\_\_\_\_

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

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

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

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

<sup>3</sup> A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.