

Tel: 01483 523575  
E-Mail: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)  
Website: [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)

107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

11 April 2025

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 17 APRIL 2025 at 7.00pm or on completion of the preceding meeting of the Audit Committee.

*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 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 13 February 2025, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. **WORK PROGRAMME**

Members to review the committee's work programme, copy attached for the information of Members.

5. **SHE ADVISORY GROUP REVIEW OF HSE STATEMENT & POLICY ARRANGEMENTS**

**Recommendation: Members to consider the draft Health & Safety Policy Statement and Health & Safety Policy Arrangements and, if agreed, are requested to resolve to recommend the Statement and Policy Arrangements documents for adoption by Full Council.**

Following the review of the Council's Health & Safety Statement and Policy by the SHE Advisory Group, Members are requested to consider a draft of a revised Health & Safety

Policy Statement and Health & Safety Policy Arrangements (attached for the information of Members).

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

At the meeting of 13 February 2025, Members noted that the work to ensure contractors are aware of their obligations to the Council to prevent sexual harassment is continuing and will be reported to the next meeting of the committee (Min No 486-24 refers).

Members will have noted that Annex 2 of the Health & Safety Policy Arrangements set out within the draft policy requires contractors carrying out works on behalf of GTC to visit <https://godalming-tc.gov.uk/council-policies-procedures/>, familiarise themselves with the Dignity at Work Policy and confirm they have read and understood the policy. By doing so, contractors will become aware of their obligations.

At the same meeting, Members also requested that suitable training for updating Line Managers in their preventative duties be identified. The following potential online training course from ACAS at a cost of £170 per person has been identified:

[Behaviours at work - understanding the acceptable](#)

Members are requested whether they consider this to be a suitable course and if so, who they wish to be enrolled.

In addition to the above, GTC has been contacted by the provider of its Employee Assistance Programme to determine whether GTC wishes to add a whistleblower service to the package at a cost of £41.67 per month. The details of the [Whistleblowing service are available here](#).

7. REVIEW OF POLICY DOCUMENTS

**Recommendation: Members to resolve to approve to retain the extant Modern Day Slavery Statement**

At its meeting of 13 February 2025, the committee nominated Cllr Kiehl to review the [Modern Day Slavery Statement](#), with any proposals for amendments to be forwarded to the Town Clerk.

There were no recommendations received for amendments to Modern Day Slavery Statement.

8. SERVICE AREA SITE VISITS

Members to receive an update from the Chair following the Youth Service Area visit.

Additionally, Members are asked to note the following dates for outstanding Service Area visits:

Executive & Support Services	Friday, 25 April 2025	09.15 Oglethorpe Room
Museum Service	TBC	

9. STAFF EVENTS

Members to receive an oral report from the Chair and Town Clerk relating to staff events.

10. COMMUNICATIONS ARISING FROM THIS MEETING

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

11. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Mayor's Parlour on Thursday, 22 May 2025 at 7.20pm.

12. 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) 13 & 14 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

13. EXTENDED LEAVE REQUEST – ITEM FOR DECISION

As required by the Council's Leave policy, requests for extended leave are brought to the Staffing Committee for consideration. Members are requested to consider and if agreed, approve a 3 week leave period for a member of staff. Members will be informed of the details of the request at the meeting.

14. JOB EVALUATIONS

- a. Members to receive a confidential report relating to an independent review of the Town Clerk position.
- b. Members to receive a confidential report relating to a review of the Finance Assistant role.

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	COMMENT		
Staff Meeting	Maintenance & youth Service Area visits complete.	Item on this agenda		
SHE Committee to review contractor control	Item on this agenda	As agreed at Min No 312-24 section (e)		
Review reporting chain within the Dignity at Work Policy when/if changes occur to the leadership positions within the Council	Ongoing	To ensure gender options within the reporting chain for staffing issues.		
POLICY REVIEWS <i>to be updated following review on this agenda</i>		PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Lone & Flexible Working Policy		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		Cllr Kiehl	1 April 2021	Q2 2025
Recruitment of Ex-Offenders Policy		Cllr Downey	15 November 2018/ Reviewed September 2023	Q3 2025
Recruitment of Ex-Offenders Policy Statement		Cllr Downey	15 November 2018/ Reviewed September 2023	Q3 2025
A Guide to Term Time Contracts		Cllr Weighman	23 September 2021/ September 2023	Q4 2025

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



## HEALTH & SAFETY POLICY STATEMENT

Godalming Town Council is committed to providing a first-class service to its residents, businesses and visitors to our town.

The health and safety of all those affected by our activities is a key consideration in provision of that first-class service. This includes our employees, the users of our services and facilities, those attending our events as service providers, volunteers or visitors and contractors providing services to us or on our behalf.

This is to be achieved through a combination of:

- Ensuring that foreseeable risks are assessed so that, as far as is reasonably practicable, preventative and protective measures are introduced or systems of work are devised where significant risks to health and safety are controlled. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
- Provision of relevant and appropriate information, advice and training to employees and others working under our direct control regarding the risks to which they may be exposed and actions expected of them to protect themselves and others
- Provision of appropriate information to others using our facilities or attending our events regarding their own responsibilities to ensure the health and safety of their employees, customers or others affected by their activities
- Provision and maintenance of a work environment that is safe, that avoids risks to health, wherein all tools and equipment provided are suitable for their tasks and safe for use
- Encouraging a positive safety culture in which employees can raise issues or share concerns and where there is post-event evaluation and accident investigation as part of a quest for continuous improvement
- Provision of adequate resources to ensure that services can be delivered in the safe manner envisaged and that appropriate arrangements are made for staff welfare

The successful implementation of this policy requires total commitment from everyone in the Council from Members to staff at all levels. Each individual has a legal obligation to take reasonable care for their own health and safety and for the health and safety of people who may be affected by their actions.

The Town Clerk will regularly monitor this policy to ensure that the objectives are achieved. It will be reviewed regularly and, if necessary, revised in the light of legislative or organisational changes.

Signed: \_\_\_\_\_ (Town Clerk)      Date \_\_\_\_\_

(Mayor)      Date \_\_\_\_\_



## **HEALTH & SAFETY POLICY ARRANGEMENTS**

### **ORGANISATION AND RESPONSIBILITIES**

#### **1. Elected Members' Obligations**

Godalming Town Council (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) being harmed or committing an offence under the Act.

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

- the implementation of the Health & Safety Policy; and
- 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.

Elected members shall actively promote a positive health and safety culture through personal example and reinforcement of the Council's Health & Safety Policy.

#### **2. The Town Clerk**

The responsibility for fulfilling the Health & 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:-

- staff are aware of their obligations and carry them out in accordance with the Health & Safety Policy;
- effective reporting and communications exist within the organisation and with the users of the Council's premises (**See Annex 1**);

- unresolved problems of health and safety are brought to the attention of the Council.

### **3. The Operations & Compliance Officer**

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

The Operations & Compliance Officer shall:-

- ensure that risk assessments are undertaken and regularly reviewed for work activities in the 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.
- advise the Town Clerk when finance needs to be made available for any measures deemed necessary to comply with the Health & Safety Policy;
- ensure that, where an issue cannot be rectified immediately or easily, it is brought to the attention of the Council via the Town Clerk;
- have oversight that 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 & Safety Policy, and other relevant GTC policies;
  - (b) any other location-specific information (e.g. Fire Risk Assessments, Asbestos Reports etc);
  - (c) ensuring all work is co-ordinated and monitored by a competent person with the authority to act on behalf of the Council;
  - (d) co-ordinating exchange of information between contractors, Council staff and others who may be affected by any Council contract;
  - (e) obtain risk assessments and method statements (RAMS) for tasks that are to be carried out by contractors, and monitor compliance with the recommended controls;
- ensure those delegated with health and safety duties have the necessary instruction, training and resources to comply with their obligations;
- 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;
- consistently set a good personal example.

### **4. Godalming Town Council Functional Managers**

All Council functional managers shall:-

- prepare risk assessments for any activities or events that they are organising. Functional Managers can ask the Operations & Compliance Officer for guidance and assistance.



- in the event of an incident or accident, Functional Managers are to accurately record the details of the accident or incident on the Accident and Incident Form (**See Annex 3**);
- identify any health and safety training needs within their team;
- incorporate a review of health and safety behaviour into performance appraisals.

## **5. Godalming Town Council Employees**

All Council employees shall:-

- 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;
- co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all relevant statutory provisions;
- attend health and safety training as directed by the Council, utilise or follow such training and use any personal protective equipment (PPE) or clothing provided to them.
- report any hazard, defects involving equipment, systems, procedures or buildings and any accidents or aggressive incidents to their line manager, or to the Operations & Compliance Officer.

## **6. Godalming Town Council Contractors**

All Council contractors shall:-

- only allocate competent individuals to work on Council contracts, ensuring that they have received all relevant information and training for the work to be carried out;
- take reasonable care for their own health and safety, and that of their colleagues, or anyone else who might be affected by their omissions at work;
- co-operate fully with the Council in all matters, rules, advice and instructions on health and safety, and comply with all statutory provisions;
- provide risk assessments and method statements (RAMS) covering all aspect of work to be undertaken, and ensure that they are complied with;
- report any accidents or aggressive incidents to their Council employing officer, or directly to the Operations & Compliance Officer.

## **7. Other Health & Safety Policies and Procedure Documents**

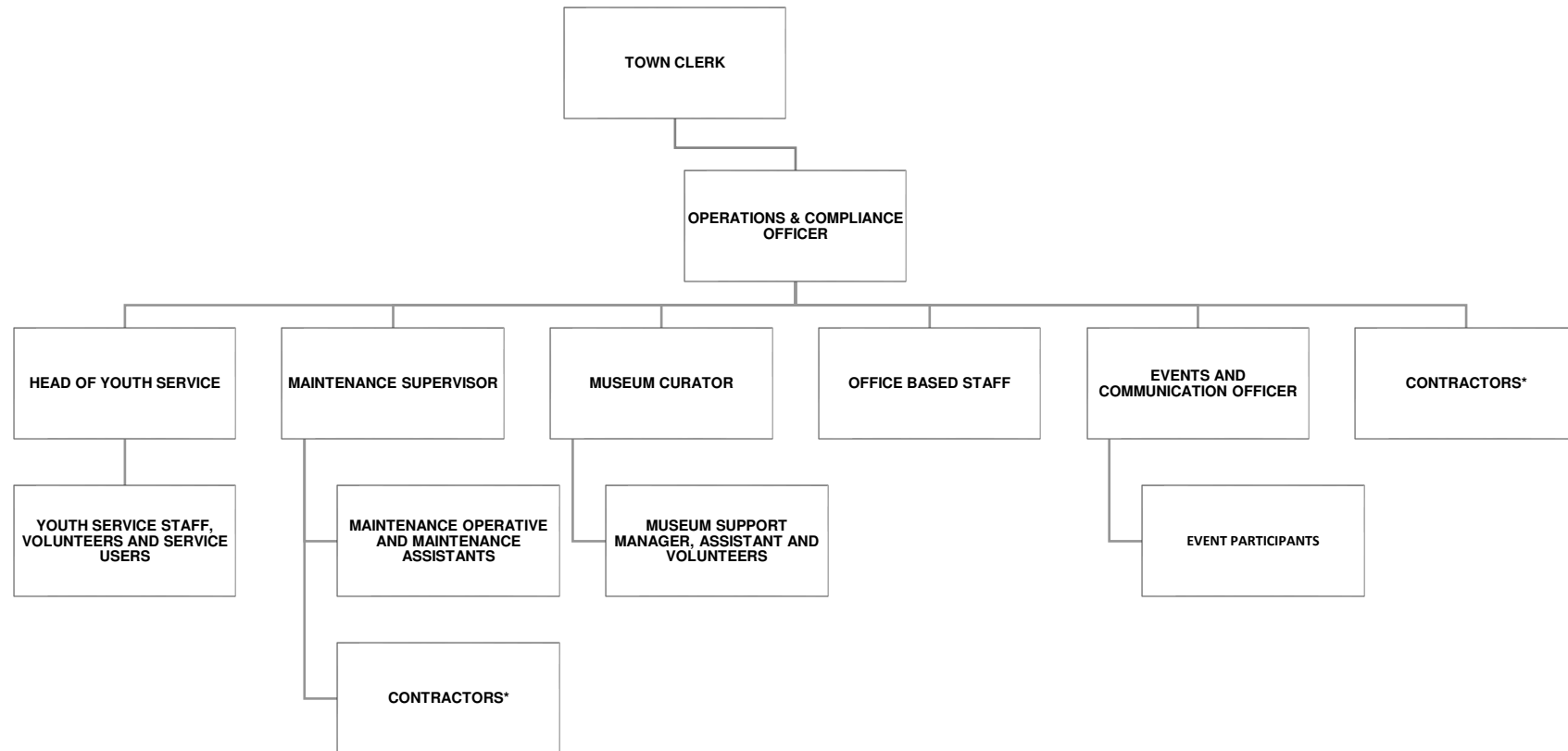
The Council has a number of other policy and procedure documents that are complementary to the Council's Health & Safety Policy, these either define subsidiary policies in specific areas of health and safety, or document procedures and good practice for the Council's elected members and staff to follow. See Annex 2

## **Annexes**

Annex 1	Health & Safety Organisational & Reporting Structure
Annex 2	Index of Godalming Town Council policies and procedures forming part of the health & safety structure.
Annex 3	Accident or Incident Report Form

**GODLAMING 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.

## **HEALTH & SAFETY POLICY – ANNEX 2**

Godalming Town Council (GTC) requires all contractors carrying out works on behalf of GTC to visit <https://godalming-tc.gov.uk/council-policies-procedures/>, and familiarise themselves with the following policies and procedures:-

- Health & Safety Policy
- Health & Safety Policy Arrangements
- Safeguarding – Youth
- Safeguarding
- Dignity at Work Policy

Please sign below to confirm that you have read and understood the policies and procedures

Name \_\_\_\_\_

Signature \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

## Accident/Incident Report Form

Reference No:

--

Use this form for reporting accidents, incidents or hazards which have occurred.

If the accident/incident has resulted in someone suffering **serious injury** (e.g. broken bones) please report it **immediately** to the **Operations and Compliance Officer**.

### DETAILS OF PERSON FILLING IN THIS FORM

Your Name:	Today's Date:
Position:	Work Phone No.:

### DETAILS OF ANY INJURED (if no-one was injured, go straight to next section)

Name:		Contact Phone No.:			
Address:					
Is She/He a ( <i>circle one</i> ):	Staff	Visitor	Contractor	Public	Other:
If Staff, Job Title:			Section:		
Age:			Male / Female:		

### DESCRIPTION OF THE ACCIDENT or INCIDENT (e.g. a near-miss)

Date & Time:	Place:
Describe what happened including details of any injury:	

### FIRST AID TREATMENT

Was the person treated by a First Aider?	Yes	No	Don't Know	Not applicable
If 'Yes': Give Name of First Aider:				
...and record here what First Aid was given:				

*This side of the form to be completed by a Manager only*

## REPORTABLE ACCIDENTS AND INCIDENTS

HSE Injury Classification	(Tick box)	HSE Incident Classification	(Tick box)
Fatal injury		Contact with electricity	
Bone fracture excluding finger, thumb or toe		Contact with machinery	
Amputation of arm, hand, finger, thumb, leg, foot or toe		Drowned or asphyxiated	
Blinding or permanent sight reduction		Exposed to explosion	
Crush injuries leading to brain damage or organ damage		Exposed to fire	
Serious burns		Exposed to a harmful substance	
Scalping requiring hospital treatment		Fall from a height (if so, how far?)	
Loss of consciousness caused by head injury or asphyxia		Injured by an animal	
Injuries associated with working in an enclosed space leading to hypothermia or heat-induced illness, resuscitation, hospitalization for over 24 hours		Lifting and handling injuries	
		Physical assault	
<b>Did the injured person...</b>		Slipped trip or fall on the same level	
...become unconscious?		Struck against something	
...need resuscitation?		Struck by an object	
...sustain an injury which required them being taken straight to hospital?		Struck by a moving vehicle by something moving, flying or falling	
...remain in hospital for more than 24 hours?		Trapped by something collapsing	
...due to the incident become unable to work for... ...more than 7 days? (RIDDOR reportable)		An <b>occupational disease arising out of the work</b> (e.g. dermatitis). ALL: Refer to guidance on RIDDOR	
...more than 3 days? (NB: just for the record, not RIDDOR reportable)		A <b>dangerous occurrence</b> (e.g. a near-miss) which could have been serious. ALL: Refer to guidance on RIDDOR	
<b>None of the above</b>		<b>None of the above</b>	
Record the names and phone numbers of any witnesses or others notified:			

<b>Is the accident/incident reportable under RIDDOR?</b> (any ticked boxes above – if in doubt, read guidance)	Yes	No	If 'Yes', date reported & Signature:
---	-----	----	--------------------------------------

## ACCIDENT or INCIDENT INVESTIGATION AND PREVENTION

<b>Has an investigation been carried out?</b>	Yes	No	Don't Know	Not Applicable
<i>If 'Yes', by whom</i>				
<b>What were the conclusions?</b>				
<b>Was the activity covered by a Risk Assessment?</b>	Yes	No	Don't Know	Not Applicable
<i>If 'Yes', does the Risk Assessment need revising?</i>	Yes	No	(detail in management action below – continue on separate sheet if necessary)	
<i>If there was No Risk Assessment, is one needed?</i>	Yes	No		
<b>Notes:</b> The information given may be passed onto the Health & Safety ('H&S') Enforcing Authority (where this is required by law); our Insurers (to advise on risk/claims matters); our H&S/HR professionals (to provide information about accidents or incidents, injuries and illness), and Company Managers (to discuss general accident and adverse incident prevention strategies).				

## 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.