

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

107-109 High Street
Godalming
Surrey
GU7 1AQ

11 November 2022

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in The Pepperpot, High Street, Godalming on THURSDAY, 17 NOVEMBER 2022 at 7.00pm.

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 Ashworth
Councillor Cosser
Councillor Duce – Chair
Councillor Hullah – Vice Chair
Councillor Williams
Chair of Policy & Management (*ex officio*)

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the Extraordinary meeting held on the 20 October 2022, 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 October 2022 is attached for the information of Members

6. **REVIEW OF DOCUMENTATION – ITEM FOR DECISION**

Recommendation – Members to consider the adopted DBS Data Handling Policy detailed below and, if appropriate, resolve to approve amendments for adoption by Full Council.

(Members to note that if no amendments are recommended the existing document remains extant).

[DBS Data Handling Policy](#)

Members are requested to consider the Council's published policy and if appropriate recommend amendments.

Officers make no recommendations for amendment.

7. STAFF OBJECTIVES – ITEM TO NOTE

Members to note the attached confidential reports relating to staff objectives.

8. 2022-23 NATIONAL SALARY 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 15 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 2022-23 to be implemented from 1 April 2022. The 2022-23 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, this means that those on the lower pay scales receive the largest percentage increase. For GTC staff this provides a percentage increase range between 10.49% to 3.65%

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'. 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 15 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 15 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.

9. STAFF BUDGET FOR 2023/24 – ITEM TO NOTE

Members to note that the Chair of Staffing has reviewed the salary budgets for the financial year 2023/24 and signed the schedule as required by Financial Regulation 4.4.

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 Council Chamber on Thursday, 16 February 2023 at 7.30pm or at the conclusion of the preceding Full Council meeting, whichever is later.

12. ANNOUNCEMENTS

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

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
TC Six Meeting	Chair of Staffing & Leader of Council to hold six monthly meetings with TC	Jun 22 & Jan 23	1
Staff Meeting	Chair of Staffing & Leader of the Council to attend staff meeting	Oct 2022	3
Report Staff Appraisals Undertaken	Chair of Staffing & P&M to conduct TC annual appraisal	Sep 2022	2

POLICY REVIEWS	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Fire Safety Precautions & Emergency Procedures	15 November 2018	July 2022
Employee Code of Conduct	13 September 2018 Reviewed Feb 2020	September 2022
DBS Data Handling Policy	15 November 2018 Reviewed Feb 2020	November 2022 Item on this agenda
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
Absence & Sick Pay Policy and Procedure	4 July 2019 Reviewed Jul 2021	July 2023
Appraisal Scheme	28 March 2019 Reviewed Sep 2021	September 2023
Leave Policy	4 July 2019 Reviewed Sep 2021	September 2023

POLICY REVIEWS	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Lone & Flexible Working Policy	15 November 2018 Reviewed Sep 2021	September 2023
Disciplinary Procedure	26 September 2019/ 11 November 2021	November 2023
Grievance Policy	26 September 2019/ 11 November 2021	November 2023
Code of Conduct – IT Facilities	22 March 2018 February 2022	February 2024
Social Media Policy	22 March 2018 Reviewed Feb 2022	February 2024
Training Statement of Intent	19 July 2018 11 November 2021	November 2024
Dignity at Work Policy	19 December 2019 10 February 2022	February 2025
First Aid Policy	28 April 2022	April 2026

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2022 TO OCTOBER 2022

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	CUMULATIVE	2021/22	2020/21	2019/20
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
Available Working Hours	1,515.1	1,671.7	1,776.2	1,723.9	1,502.4	1,405.7	1,464.7	11,059.7	18,947.2	15,801.4	13,107.4
Annual Leave Taken	40.7	132.5	274.2	278.2	239.0	150.6	84.3	1,199.5	1,753.9	1,305.4	1,415.2
Sick Leave Taken	277.6	158.5	139.5	137.7	140.6	74.0	-	927.9	1,625.7	239.8	88.1
Other Authorised Absence	1.0	14.8	14.8	-	-	-	-	30.6	61.2	30.4	9.7
Net working hours	1,195.8	1,365.9	1,347.7	1,308.0	1,122.8	1,181.1	1,380.4	8,901.7	15,506.4	14,225.8	11,594.4
Net working hours as % of available hours	79%	82%	76%	76%	75%	84%	94%	80%	82%	90%	88%
Sick Leave as a % of Available Hours	18.3%	9.5%	7.9%	8.0%	9.4%	5.3%	0.0%	8.4%	8.6%	1.5%	0.7%
Annual Leave taken as a % of Total Annual Leave	2%	6%	13%	13%	12%	7%	4%	58%	86%	84%	94%
Notes:											
Annual Leave 2022/23 - Full Year								1877.2	1810.35	1508	1444.2
Annual Leave b/f from 2021/22								187.7	234.3	45.7	64.4
Total Annual Leave Available - Full Year								2064.9	2044.7	1553.7	1508.6

All figures are expressed in hours

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GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2022 TO OCTOBER 2022

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	CUMULATIVE
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Opening TOIL Balance	20.5	25.2	47.2	87.5	80.5	58.0	58.3	
Accumulated	12.0	30.3	43.0	23.2	9.5	10.0	-	127.9
Taken	7.3	8.3	2.3	30.2	32.3	9.3	16.3	106.0
Closing TOIL Balance	<u>25.2</u>	<u>47.2</u>	<u>87.5</u>	<u>80.5</u>	<u>58.0</u>	<u>58.3</u>	<u>42.0</u>	
Festivals	3.0	-	30.3	-	7.3	-	-	40.6
Council Meetings	-	-	4.0	-	-	-	-	4.0
Parish Meetings	-	-	-	-	-	-	-	-
Other Evening Meetings	-	-	-	-	-	-	-	-
Civic Events	-	-	8.3	-	-	10.0	-	18.3
Other	9.0	30.3	-	23.2	2.2	-	-	64.6
	<u>12.0</u>	<u>30.3</u>	<u>42.6</u>	<u>23.2</u>	<u>9.5</u>	<u>10.0</u>	<u>-</u>	127.5

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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.