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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

12 February 2021

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 18 FEBRUARY 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery
Town Clerk

The meeting of the Policy & Management 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/89095078787?pwd=Vko4RmhsSWdUVzdUMUgzeTN3Y3Y0UT09>

Meeting ID: 890 9507 8787

Passcode: 678583

Members are requested to note the Zoom Meeting information shown above is the same as the preceding E & P meeting and therefore they are able to remain on line from the E&P meeting

Committee Members: Councillor Ashworth
Councillor Cosser
Councillor Duce – Vice-Chair
Councillor Hullah – Chair
Councillor Williams
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 15 September 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 – ITEM FOR NOTE**

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 the period up to 31 January 2021 is attached for the information of Members

Additionally, an anonymised table indicating outstanding leave is attached for the information of Members.

6. MODERN SLAVERY STATEMENT – ITEM FOR DECISION

Recommendation: Members are requested to resolve to approve the Modern Slavery Statement and recommend its adoption by Full Council.

The issue of a policy for the prevention of and detection of modern slavery is upon the Staffing Committee's work programme.

Section 54 of the Modern Slavery Act 2015 requires commercial organisations in the UK, with a turnover of at least £36 million, to prepare and publish a slavery and human trafficking statement each year. Godalming Town Council is not in the scope of section 54. However, it may wish to voluntarily publish a statement.

Members are requested to consider the proposed Modern Slavery Statement (attached for the information of Members) and if minded are requested to recommend its adoption by Full Council.

7. HR SERVICES – ITEM FOR NOTE

Members to note that currently GTC's account with its HR Service provider is 6 hours and 55 minutes in credit. If required, a portion of the credit will be used to proof Particulars of Employment and Job Descriptions.

The time in credit is not subject to an expiry clause. Members will wish to note that, although the service provision is no longer subject to a retainer fee, if a particular work strand with an anticipation of significant HR support requirement arises, GTC may pre-purchase hours. The current rate for pre-paid services being £71ph with a scheduled increase due on 1 April to £73ph. Pre- paid hours are purchased in blocks of 5 hours.

8. COMMUNICATIONS ARISING FROM THIS MEETING

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

9. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 20 May 2021 at 8.10 pm or at the conclusion of the preceding Audit Committee, whichever is later; venue to be confirmed.

10. 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.

11. **RESTRUCTURING – ITEM FOR DECISION**

Members to consider a confidential report (attached for the information of Members) from the Town Clerk relating to the Council's staffing structure and, if minded, are requested to resolve to agree the recommendations contained within the report.

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	15 Sept 2020	3
Staff Meeting	Chair of Staffing & Leader of the Council to attend staff meeting – held on 4 Nov 2020	15 Sept 2020	2
Set Date for Staff Appraisals	Chair of Staffing & P&M to conduct TC annual appraisal - Completed.	15 Sept 2020	1
Review of staffing & employment policies to establish statutory requirement and best practice	TC to seek guidance from SLCC and SSALC – Action Outstanding	15 Sept 2020	4
Modern Slavery Policy	Check WBC policy - Item on this agenda	15 Sept 2020	5
Annual Report of HR Services	Town Clerk to report on annual usage and cost of external HR Support - Item on this agenda	Due February 2020	6

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 JANUARY 2021

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	CUMULATIVE	2019/20	2018/19	2017/18
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
Available Working Hours	1,238.0	1,180.2	1,349.0	1,421.6	1,232.0	1,356.4	1,363.8	1,291.2	1,171.4	1,387.4	12,991.0	13,107.4	10,865.6	9,005.6
Annual Leave Taken	51.8	30.4	74.0	171.1	170.2	103.6	89.7	22.2	98.5	148.0	959.5	1,415.2	1,338.8	873.6
Sick Leave Taken	-	-	-	7.4	-	103.6	8.4	-	88.8	29.6	237.8	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	1,149.2	1,265.7	1,269.0	984.1	1,209.8	11,763.3	11,594.4	9,455.3	8,023.4
Net working hours as % of available hours	96%	95%	95%	87%	86%	85%	93%	98%	84%	87%	91%	88%	87%	89%
Sick Leave as a % of Available Hours	0.0%	0.0%	0.0%	0.5%	0.0%	7.6%	0.6%	0.0%	7.6%	2.1%	1.8%	0.7%	0.6%	1.2%
Annual Leave taken as a % of Total Annual Leave	3%	2%	5%	11%	11%	7%	6%	1%	6%	10%	62%	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 JANUARY 2021

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	CUMULATIVE
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Opening TOIL Balance	58.2	92.5	69.2	58.5	58.5	20.5	16.3	18.5	36.5	41.0	
Accumulated	50.5	6.3	-	-	2.0	2.3	3.2	20.0	7.0	-	91.3
Taken	16.0	30.0	10.3	-	40.0	4.5	1.0	2.0	1.2	7.3	112.2
Closing TOIL Balance	<u>92.5</u>	<u>69.2</u>	<u>58.5</u>	<u>58.5</u>	<u>20.5</u>	<u>16.3</u>	<u>18.5</u>	<u>36.5</u>	<u>41.0</u>	<u>33.3</u>	
Festivals	-	-	-	-	-	-	-	-	-	-	-
Council Meetings	-	1.3	-	-	-	-	3.2	-	-	-	4.5
Parish Meetings	-	-	-	-	-	-	-	-	-	-	-
Other Evening Meetings	-	-	-	-	-	-	-	-	-	-	-
Civic Events	-	-	-	-	-	-	-	20.0	-	-	20.0
Other	50.5	5.0	-	-	-	2.3	-	-	7.0	-	64.8
	<u>50.5</u>	<u>6.3</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2.3</u>	<u>3.2</u>	<u>20.0</u>	<u>7.0</u>	<u>-</u>	89.3

Notes:

- April - COVID 19 preparations
- May - COVID 19 preparations
- August - Council meetings
- September - Out of hours training
- October - Council meetings
- November - Remembrance Day
- December - Building works

SC 18/02/21
 Agenda Item 5

ANNUAL LEAVE ALLOWANCE TO DATE 2020/21

1 April 2020

	Annual Leave Allowance (ALA) C/F from Previous Year	C/F + 2020/21 Annual Leave Allowance (ALA)	ALA Taken as at 31.1.21	ALA Planned up to 31.3.21	ALA Balance at 31.3.21
1	2	27	17	9	0
2	0.5	21.5	16	3	2.5
3	1.5	26.5	12	9	5.5
4	0	21	18	0.5	2.5
5	1	29	17	5	7
6	0	25	17	3	5
7	N/A	5	5	0	0
8	5 Hours	65 Hours	40 Hours	24 Hours	16 Hours
9	0	25	18	2	5
10	0.5	25.5	15.5	5	5



MODERN SLAVERY STATEMENT

PURPOSE AND SCOPE

The purpose of this statement is to support those in our community who may be held in slavery or servitude.

The Council will treat any concern or allegation regarding modern slavery seriously and with immediacy of action, treating victims and those supporting them with dignity and respect.

This policy applies to all Members, employees and those undertaking work on behalf of Godalming Town Council including any consultants, temporary and agency staff.

POLICY STATEMENT

Godalming Town Council fully supports and upholds the Universal Declaration of Human Rights, 1948, which states that:

“No one shall be held in slavery or servitude; slavery and the slave trade shall be prohibited in all their forms.”

The Council understands that modern slavery is real and could be happening in our community.

The Council is fully committed to the elimination of unlawful trafficking and exploitation of people and recognises that there is no typical victim of slavery. Victims can be men, women and children of all ages and cut across the population, but that it is normally more prevalent amongst the most vulnerable, minority or socially excluded groups. In setting out this statement the Council aims to safeguard and protect the victims.

Godalming Town Council opposes slavery and human trafficking and never knowingly conducts business with partners, contractors, supply chain or employers involved in such practice. Any supplier wishing to conduct business with the Council must fulfil any obligations placed upon them by The Modern Day Slavery Act 2015. Any organisation, corporation, company, employer or individual who provide services to Godalming Town Council or the Godalming Joint Burial Committee who is found to knowingly undertake practices of modern day slavery will have their contract with GTC/JBC immediately terminated.

Godalming Town Council will immediately forward any concerns or allegations made to Councillors or Staff regarding Modern Slavery by using the online reporting system at <https://www.modernslaveryhelpline.org>.

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.