

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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15 September 2017

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 21 SEPTEMBER 2017 at 7.00pm.

Andy Jeffery
Acting Town Clerk

Committee Members: Councillor Walden – Chairman
Councillor A Bott – Vice Chairman
Councillor Poulter
Councillor Williams
Councillor Gray
Chairman of Policy & Management (*ex officio*)

AGENDA

1. MINUTES

To approve as a correct record the minutes of the Extraordinary meeting held on the 14 September 2017, 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

The Committee's work programme is attached for the information of Members.

5. STAFF ABSENCES

In accordance with Standing Order 146 a summary report of staff absences for the period to the 31 August 2017 is attached for the information of Members

6. MEMBERS' TRAINING

To receive a report from the Acting Town Clerk relating to training provision for (report to be tabled):

- Appraisal Training for Members and staff line managers
- Recruitment and Selection

7. CODE OF CONDUCT – IT FACILITIES & SOCIAL MEDIA POLICY

Members to consider the draft IT Facilities & Social Media Policy (the policy document will be distributed electronically in advance of the meeting and tabled at the meeting).

8. TUPE MEASURES

Members to receive a confidential report from the Council's HR service providers on further TUPE measures relating to the transfer of Godalming Museum. (The report will be distributed electronically in advance of the meeting and tabled at the meeting).

9. TEMPORARY STAFFING ARRANGEMENTS

Members to note that, to ensure the continued orderly and legal conduct of the Council's affairs pending permanent arrangements being agreed and put in place, the Chairman of the Policy & Management Committee, in consultation with the Chairman of the Staffing Committee, has implemented minute 562-16 for the use of additional staff resource.

10. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters, 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 on Thursday, 9 November 2017 at 7.00 pm in the Council Chamber.

12. ANNOUNCEMENTS

Brought forward by permission of the Chairman. 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.

13. RESOURCES WORK GROUP RECOMMENDATIONS

Members to consider how the staffing related recommendations from the Resources Working Group should be implemented.

Members to note that their recommendations for implementation are subject to the Policy & Management Committee accepting the outcomes of the Resources Working Group at its meeting of the 5 October 2017 and subsequent recommendation to Full Council for adoption at its meeting on the same day.

4. STAFFING SUB-COMMITTEE – WORK PROGRAMME – 21 SEPTEMBER 2017

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW	ACTUAL COMPLETION DATE
Absence Policy, Including Toil and Compassionate leave	To be externally reviewed	9 Feb 2015	2	
Appraisal Scheme	Reviewed by external HR complete, adopted by Full Council on 20 July 2017	20 July 2017		20 July 2017
Bullying & Harassment Policy	To be externally reviewed	31 Mar 2016	7	
Code of Conduct – IT Facilities & Social Media Policy	Currently being reviewed by HR Services Partnership	13 Sept 2001	1	
Disciplinary Procedures	To be externally reviewed	6 June 2013	4	
Grievance Procedures	To be externally reviewed	21 Mar 2013		
Employee Code of Conduct	To be externally reviewed	6 Jun 2013	5	
Equality & Diversity Statement	To be externally reviewed	27 Mar 2014	6	
Health & Safety Policy	To be externally reviewed	31 Mar 2016	8	
Training Statement of Intent	To be externally reviewed	30 Apr 2009	3	

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2017 TO MARCH 2018

	APRIL	MAY	JUNE	JULY	AUGUST	CUMULATIVE	2016/17	2015/16	2014/15	2013/14
	Hours	Hours	Hours	Hours	Hours	Hours				
Available Working Hours	587.4	641.6	671.2	646.6	671.2	3,218.0	10,116.6	10,944.6	9,281.1	8,610.8
Annual Leave Taken	30.4	49.4	77.7	96.2	96.2	349.9	1,056.6	1,132.2	994.6	927.3
Sick Leave Taken	-	-	-	-	-	-	33.3	547.7	404.2	47.3
Other Authorised Absence	1.0	-	-	-	-	1.0	17.2	32.8	32.0	12.5
Net working hours	556.0	592.2	593.5	550.4	575.0	2,867.1	9,009.5	9,231.9	7,850.3	7,623.7
Net working hours as % of available hours	95%	92%	88%	85%	86%	89%	89%	84%	85%	89%
Sick Leave as a % of Available Hours	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	5.0%	4.4%	0.5%
Annual Leave taken as a % of Total Annual Leave	4%	6%	9%	11%	11%	40%	84%	82%	84%	83%

Notes:

Annual Leave 2017/18 - Full Year						794.6	1051.6	1154.4	992.6	936.5
Annual Leave b/f from 2016/17						69.6	199.8	181.3	186.4	177.2
Total Annual Leave Available - Full Year						864.2	1251.4	1335.7	1179.0	1113.7

All figures are expressed in hours

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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.