GODALMING TOWN COUNCIL

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

107-109 High Street
Godalming
Surrey
GU7 1AQ

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, 26 NOVEMBER 2026 at 7.30pm or at the conclusion of the preceding Management Committee, whichever is later.

Dated this 19th Day of November 2026

Andy Jeffery

Andy Jeffery
Chief Executive Officer

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 Heagin - Chair
Councillor Crowe - Vice Chair
Councillor C Downey
Councillor Duce
Councillor Steel
Councillor Weightman

A G E N D A

1. MINUTES

   To approve as a correct record the minutes of the meeting held on the 10 September 2026, 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. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

   The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5.

5. QUESTIONS BY MEMBERS

   To consider any questions from Councillors in accordance with Standing Order 6.

6. WORK PROGRAMME

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

GODALMING TOWN COUNCIL

7. BUDGET MONITORING

   Members are asked to note a report from the Responsible Finance Officer on the financial performance of the committee's nominal code responsibilities (4001-4015 across all cost centres and £5,000 of 4313 cost centre 101, to 18 November 2026 (report attached for the information of Members).

8. STAFF ABSENCES & TOIL

   Members to note the attached figures for staff annual leave and sickness absences.

   Members are also requested to note that, at present, four members of staff have yet to book 18 days (or equivalent pro-rated amount) of annual leave by 31st January 2027. These cases have been reviewed and where staff have been identified, they have been requested to submit a leave plan to ensure all leave is taken by 31st March 2027. To date no requests have been made to carry over any unused annual leave.

9. REVIEW OF POLICY DOCUMENTS – FLEXIBLE WORKING POLICY & USE OF AI POLICY

   a. Members to review the Flexible Working Policy. The link below shows the original document; proposed amendments are attached for the information of Members.

   Flexible Working Policy

   b. Members to review the draft Use of AI Policy, attached for the information of Members.

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 Pepperpot on Thursday, 18 February 2027 6.30pm or at the conclusion of the preceding Planning Committee meeting, whichever is later.

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 13, 14 & 15 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

13. PROPOSAL FOR YOUTH SERVICE STRUCTURE & RECRUITMENT

    Members to consider the confidential report (contains personal, identifiable data) and proposal for recruiting to the Youth Service following the recent resignation of a staff member.

    Recommendations:

    It is recommended that Members consider the attached confidential report and resolve to agree the recommendations contained at section 5 of the report.

GODALMING TOWN COUNCIL

14. PROPOSAL FOR FUTURE MUSEUM STAFFING STRUCTURE

Members to consider the attached confidential report (contains personal, identifiable data) on the future Museum Structure.

Recommendations

It is recommended that Members consider the attached confidential report and resolve to agree the staffing structure for the museum and job descriptions as appropriate.

15. OTHER STAFFING MATTERS

Members to receive a confidential update on other staffing matters.

6. STAFFING COMMITTEE – WORK PROGRAMME

TASK	**PROGRESS**	**COMMENT**	
Staff Meeting	Service area visits to be undertaken annually in July/August	Doodle polls to be sent out seeking dates once committee membership has been agreed by Full Council in May	
Staffing Planning 2025-2028	Each Service Committee must provide staffing requirements to the Staffing Committee in time for consideration at the September Staffing meeting.		
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.	
Officers to undertake a review of GTC staffing policies to ensure alignment with the Employment Rights Bill as it is enacted, amended policies to be considered by Staffing Committee.	Deputy Chief Officer to conduct review	Further consideration of policies in September 2026	
Worknest review of staff contract against Staffing policies	Deputy Chief Officer to conduct review with Worknest	To address any ambiguity between the contract and policies. DCO to liaise further with Worknest about support/return of funds on account.	
POLICY REVIEWS *to be updated following review on this agenda*	**PERSON UNDERTAKING REVIEW**	**DATE ADOPTED/ LAST REVIEWED**	**REVIEW DATE**
Leave Policy		4 July 2019/ Reviewed February 2026	Q1 2028
Disciplinary Procedure		13 January 2022 Reviewed February 2026	Q1 2028

POLICY REVIEWS *to be updated following review on this agenda*	**PERSON UNDERTAKING REVIEW**	**DATE ADOPTED/ LAST REVIEWED**	**REVIEW DATE**
Grievance Policy		13 January 2022 Reviewed February 2026	Q1 2028
Social Media Policy		22 March 2018/ Reviewed February 2026	Q1 2028
Training Statement of Intent		13 January 2022 Reviewed 16 May 2026	Q1 2028
Dignity at Work Policy		19 December 2019/ Reviewed February 2026	Q1 2028
Employee Code of Conduct		13 September 2018/ Reviewed February 2026	Q1 2030
Absence & Sick Pay Policy and Procedure		4 July 2019/ Reviewed February 2026	Q1 2028
DBS Data Handling Policy		15 November 2018/ Reviewed November 2024	Q4 2027
Appraisal Scheme		Adopted 14 November 2024	Q4 2027
Modern Day Slavery Statement		17 April 2025	Q2 2028
Recruitment of Ex-Offenders Policy		Reviewed September 2025	Q3 2028
Whistleblowing		Reviewed 14 May 2026	
Fire Safety Precautions & Emergency Procedures		Reviewed 14 May 2026	
Flexible Working Policy	Cllr Duce	Reviewed 23 May 2024	12 Nov 26
Statement of Staff Management		Reviewed 13 November 2025	

POLICY REVIEWS *to be updated following review on this agenda*	**PERSON UNDERTAKING REVIEW**	**DATE ADOPTED/ LAST REVIEWED**	**REVIEW DATE**
Exercise of Employer Discretions		Reviewed 14 May 2026	
IT, Cyber Security & Acceptable Use Policy		Reviewed 12 February 2026	

18/11/2026 **November** **Staffing Committee - Cost Centre Report - Month 8**

Month 8 projected expenditure = 75%

DIRECT STAFFING COSTS

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Funds Available	Actual % Spent
101	**Head Office Costs**									
4001		23979	26356	2377	201958	210848	-8890	316274	114316	63.86%
4002		3159	3506	347	26930	28048	-1118	42067	15137	64.02%
4003		4028	4665	637	33588	37320	-3732	55980	22392	60.00%
					262476	**276216**	**-13740**	**414321**	**151845**	**63.35%**

		Year End Calculation	Total Annual Budget	Year End Variance	Year End % Spend
		262476	**414321**	**-13740**	**63.35%**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Funds Available	Actual % Spent
106	**Festivals, Markets & Events**									
4001	Salaries	133	0	133	133	1897	-1764	3795	3662	3.50%
4002	Employer's NIC	20	0	20	20	285	-265	569	549	3.50%
4003	Employer's Superannuation	22	0	22	22	336	-314	672	650	3.30%
					175	**2518**	**-2343**	**5036**	**4861**	**3.50%**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Funds Available	Actual % Spent
201	**BWP Youth & Community Centre**									
4001	Salaries	16787	18996	2209	144532	151969	-7437	227953	83421	63.40%
4002	Employer's NIC	1064	2287	1224	9368	18298	-8930	27446	18078	34.13%
4003	Employer's Superannuation	2549	3228	679	17897	25830	-7933	38742	20845	46.20%
					171797	**196097**	**-24300**	**294141**	**122344**	**58.41%**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Funds Available	Actual % Spent
207	**Godalming Museum**									
4001	Salaries	6482	6440	-42	50367	51517	-1150	77277	26910	65.18%
4002	Employer's NIC	722	716	-6	5616	5728	-112	8592	2976	65.36%
4003	Employer's Superannuation	850	902	52	6161	7213	-1052	10821	4660	56.94%
					62144	**64458**	**-2314**	**96690**	**34546**	64.27%

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Funds Available	Actual % Spent
301	**Cemeteries & Open Spaces**									
4001	Salaries	10879	10662	-217	86720	85302	1418	127950	41230	67.78%
4002	Employer's NIC	1404	1349	-55	11029	10796	233	16192	5163	68.11%
4003	Employer's Superannuation	1831	1887	56	14421	15099	-678	22647	8226	63.68%
					112170	**111197**	**973**	**166789**	**54619**	67.25%

		Year To Date Actual	Year To Date Budget	Year To Date Variance			% Spend
	Current Totals	**608762**	**650486**	**-41724**	**976977**	**368215**	**62.31%**

OTHER STAFFING COSTS

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Funds Available	% Spent	
101	**Head Office Costs**										
4011	Staff Training	0	333	333	805	2664	-1859	4000	3195	20.13%	
4012	Recruitment Advertising	0	0	0	1477	1300	177	1300	-177	113.62%	
4013	Other Staff Expenses	10	51	51	40	408	-368	612	572	6.54%	
4313	Professional Fees - Other	439	683	244	5962	5468	494	8200	2238	72.71%	(£970 = HR support. 19.5% funding used)
201	**BWP Youth & Community Centre**										
4011	Staff Training	0	334	334	1160	2664	-1504	4000	2840	29.00%	
4012	Recruitment Advertising	0	41	41	0	336	-336	500	500	0.00%	
207	**Godalming Museum**										
4011	Staff Training	0	0	0	308	1000	-692	1000	692	30.80%	
301	**Cemeteries & Open Spaces**										
4011	Staff Training	0	334	334	1586	2664	-1078	4000	2414	39.65%	
4014	Sexton Duties	150	125	-25	2227	1000	1227	1500	-727	148.47%	Expenditure 37.5% of income
4015	Grave Digging	0	1,200	1200	12,640	9600	3040	14,400	1760	87.78%	Expenditure 100% of income
	Current Totals	**599**	**3101**	**-2502**	**26205**	**27104**	**-899**	**39512**	**13307**	**66.32%**	

Godalming Town Council – Staff Absence Report April 2026 - March 2027

	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Cumulative 2026/27
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Available Working Hours	1,847.0	1,678.5	1,993.0	2,210.0	1,926.0	2,118.0	2,111.5	2,010.5	1,844.0	1,926.0	1,920.0	2,029.5	23,614.0
Annual Leave Taken	119.8	103.0	148.5	238.8	231.0	116.0	166.0	93.5	105.1	74.0	-	106.0	1,501.6
Sick Leave Taken	-	-	-	21.5	7.5	38.5	105.0	-	-	-	-	-	172.5
Other Authorised Absence	-	-	-	-	-	-	-	-	-	-	-	-	-
Net working hours	1,727.3	1,575.5	1,844.5	1,949.8	1,687.5	1,963.5	1,840.5	1,917.0	1,738.9	1,852.0	1,920.0	1,923.5	21,939.9
Net working hours (% of available hours)	94%	94%	93%	88%	88%	93%	87%	95%	94%	96%	100%	95%	93%
Sick Leave (% of Available Hours)	0.0%	0.0%	0.0%	1.0%	0.4%	1.8%	5.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.7%
Annual Leave taken (% of Total Annual Leave)	6%	6%	7%	11%	12%	5%	8%	5%	6%	4%	0%	5%	69%

GODALMING TOWN COUNCIL USE OF AI POLICY

This policy sets out how Godalming Town Council expects staff and councillors to use artificial intelligence (AI) tools safely, responsibly, and in line with the Council's legal obligations. It applies to all AI tools used for any council purpose. This includes, but is not limited to:

- Generative AI tools that produce text, summaries, or images (e.g. Gov Assist, ChatGPT, Claude, Google Gemini, Microsoft Copilot, Zoho Writer, NORA)
- AI assistance built into tools such as email and meeting software
- Conversational AI tools such as chatbots and virtual assistants
- Browser-based AI search tools
- Transcription and voice tools that convert speech to text
- Automated decision-making or analytical tools
- Facial recognition, smart devices and monitoring tools
- Any other AI tool that may become available in the future

Who This Policy Applies To

- All council staff
- All elected Councillors when using AI for council business
- Any volunteers or contractors working on council systems on behalf of the council

What You Can Use AI For

AI tools may be used to help with:

- Drafting letters, notices, newsletters, reports, and press releases for human review before use
- Summarising publicly available documents and reports
- Drafting policy templates as a starting point for officers to adapt
- Preparing speaking notes, communications, or briefing documents
- Generating ideas, survey questions, or planning checklists
- Social media post drafts, subject to review and approval before publishing
- Analysing trends in local feedback or surveys, making sure there is no personal data;
- Supporting accessibility, for example, simplifying documents into plain English, translation, or speech-to-text tools

But be careful that search terms or prompts used in AI tools do not include personal, confidential or sensitive data and turn off data training whenever possible.

Important: All AI-generated content must be reviewed and approved by a responsible person before it is used, sent, or published. AI provides a first draft, not a finished product. This is called the Human-in-the-Loop principle.

What You Must Never Do

- Enter the name, address, contact details, or any personal data of residents, staff, or councillors into any public AI tool
- Paste confidential meeting notes, legal advice, HR records, or financial information into AI tools
- Use AI to write council minutes from scratch. Minutes are a legal record and must reflect the meeting clerk's own verified notes
- Use AI to make or record any legal, financial, HR, or planning decision

- Publish any AI-generated content without human review and approval
- Reply to formal complaints or legal notices using AI output without review
- Use AI to generate content that infringes copyright or contains third-party proprietary content.

GDPR and Data Protection

The council's GDPR obligations apply fully to the use of AI tools.

- Treat public AI tools as a public forum. Never enter anything you would not want to be made public
- Never enter personal data into Gov Assist, ChatGPT, Claude, Gemini, or any other public AI tool
- Many AI tools store conversation history and may use your inputs to train future versions. Where possible, disable conversation history or opt out of data sharing in the tool's settings. Ask the Chief Executive Officer if you are unsure how to do this
- Any suspected data breach involving AI must be reported to the Chief Executive Officer immediately

Always Check AI Output

AI tools can produce content that sounds confident but contains errors, outdated information, or inaccurate facts. This is sometimes called hallucination. Before using any AI-generated content, you must:

- Read it carefully and check all facts, figures, and dates
- Review AI-assisted text for fairness, accessibility and unintended bias
- Ensure the tone reflects the council's style and values
- Take personal responsibility for the final version

Transparency

Be open about AI use when it is relevant. If AI helped draft a report or communication, say so when appropriate. Do not misrepresent AI-generated content as entirely your own work.

Responsibilities

The Chief Executive Officer

- Is responsible for the day-to-day implementation of this policy
- Is the first point of contact for any questions about AI use
- Must report any concerns about AI misuse to the council

All Staff and Councillors

- Must read and follow this policy
- Must report any suspected data breach or misuse of AI to the Chief Executive Officer immediately

Policy Review

This policy will be reviewed annually or sooner if significant changes to AI tools or UK legislation occur. NALC, SLCC, and ICO guidance will be monitored for updates.