

# GODALMING TOWN COUNCIL

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27 April 2018

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 3 MAY 2018 at 7.00pm.

Andy Jeffery  
Town Clerk

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

## AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 8 March 2018, 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

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

5. STAFF ABSENCES

In accordance with Standing Order 146 a summary report of staff absences up to 31 March 2018 is attached for the information of Members.

6. POLICY REVIEWS – LEAVE POLICY AND ABSENCE & SICK PAY POLICY

Following the consideration and amendment of the proposed Leave Policy and Absence & Sick Pay Policy by Members (Min. No. 431-17 refers), Members authorised the Town Clerk to consult staff on these policies. Staff have raised no points for consideration by this Committee. As such, the policies were sent to the Council's HR advisors for a compliance

check. Whilst the HR advisors amended the policies to reflect the latest legislation and best practice, the substantive issues addressed were unaltered. Members to resolve to RECOMMEND the adoption of these policies to Full Council (policy documents attached for the information of Members).

7. POLICY REVIEWS – TRAINING STATEMENT OF INTENT

As prioritised by the Committee's work programme, Members to review a draft Training Statement of Intent (attached for the information of Members).

8. HR SERVICE PROVIDER SUPPORT

Members to receive a report from the Town Clerk in relation to future options for HR service provider support (report attached for the information of Members). Members are requested to consider the report and agree a recommendation for future HR support provision.

9. PAY AWARDS

Members to consider a confidential report in relation to the 2018/2019 and 2019/2020 pay award as recommended by the National Association of Local Councils and to agree to the recommendations contained in the report (copy of the report attached for the information of Members).

10. APPOINTMENT OF APPRAISAL PANEL FOR THE TOWN CLERK

Standing Order 156 states that the annual staff appraisals shall be conducted in accordance with the Council's Appraisal Scheme. The appraisal scheme states that the Staffing Committee will appoint a small Appraisal Panel (2 or 3) from within its number to appraise the Town Clerk. Subsequent to the adoption of the appraisal scheme by Full Council, this Committee recommended a 'Statement on Staff Management' which was adopted by Full Council (Min. No. 477-17 refers).

As such, and in accordance with the 'Statement on Staff Management', it is for the Chairman of this Committee and the Chairman of the Policy & Management Committee to undertake the Town Clerk's appraisal. However, in order to conduct an effective appraisal, appropriate SMART objectives should be set. Such objectives should be set after discussions between the appraiser and the appraisee. The appraisal scheme indicates that the Town Clerk's objectives should be set by the Staffing Committee. However, in acknowledgement of the impractical nature of the appraisal guidance, Members agreed the Statement on Staff Management, which gives an expectation that the nominated chairman would not only conduct the appraisal on behalf of the Council, but would also set the SMART objectives. As such it is requested that Members resolve to agree that in conducting the Town Clerk's appraisal, the Chairman nominated to do so, would also have a delegated responsibility to set the objectives for the Town Clerk

11. TIME MANAGEMENT

As a busy council undertaking an increasing role within the town, it is important that Members have an understanding of the diverse nature of the work carried out by the Town Council staff. It is important that Members have the information needed to gain an understanding of the structure and capacity of the staff team so that they are able to make informed decisions and/or recommendations regarding impact assessments associated with any proposal relating to alterations or additions to council services, such as further devolution of services.

However, equally important is the Council's responsibilities as an employer to ensure that staff have sufficient time to be able to meet the objectives set by the Council so as to maintain effectiveness of delivery without undue pressure on the staffing resource.

In order to obtain the information needed to achieve the required balance, Members would need to have the ability to analyse datasets highlighting the time spent on various activities. Whilst the Town Clerk has started to explore online systems to determine how 'user friendly' they are, it is for this Committee to determine whether it wishes staff to maintain timesheet data to indicate the distribution of time to various tasks or groups of tasks.

If Members are minded that the recording of timesheet data is appropriate to provide analytical evidence it is recommended that they approve the evaluation of timesheet recording software. If approved, it is further recommended that the Town Clerk operates a month's trial to determine the practicalities associated with the proposed type of timesheet.

12. COMMUNICATIONS ARISING FROM THIS MEETING

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

13. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 21 June 2018 at 7.00 pm in the Council Chamber.

14. 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.

15. ADDITIONAL WORKED HOURS AND TOIL ARRANGEMENTS

Members to receive an update from the Chairman in relation to additional hours and TOIL arrangements.

4. STAFFING SUB-COMMITTEE – WORK PROGRAMME – 3 MAY 2018

<b>TASK</b>	<b>PROGRESS</b>	<b>LAST REVIEW DATE</b>	<b>PRIORITY FOR REVIEW</b>	<b>ACTUAL COMPLETION DATE</b>
Absence and Sick Pay Policy, Leave Policy	Policies on this agenda for approval following Staff consultation and HR review	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	Forwarded to Full Council for Adoption on 22 March 2018	13 Sept 2001	1	
Disciplinary Procedures	To be externally reviewed as required	6 June 2013	4	
Grievance Procedures	To be externally reviewed as required	21 Mar 2013		
Employee Code of Conduct	To be externally reviewed as required	6 Jun 2013	5	
Equality & Diversity Statement	To be externally reviewed as required	27 Mar 2014	6	
Health & Safety Policy	To be externally reviewed as required	31 Mar 2016	8	
Training Statement of Intent	To be externally reviewed as required	30 Apr 2009	3	

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

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	CUMULATIVE	2016/17	2015/16	2014/15
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
Available Working Hours	587.4	641.6	671.2	646.6	671.2	646.6	888.0	888.0	776.0	888.0	808.0	893.0	<b>9,005.6</b>	10,116.6	10,944.6	9,281.1
Annual Leave Taken	30.4	49.4	77.7	96.2	96.2	88.8	77.7	64.2	37.0	54.0	74.0	128.0	<b>873.6</b>	1,056.6	1,132.2	994.6
Sick Leave Taken	-	-	-	-	-	-	-	22.2	-	84.4	-	-	<b>106.6</b>	33.3	547.7	404.2
Other Authorised Absence	1.0	-	-	-	-	-	-	-	-	-	1.0	-	<b>2.0</b>	17.2	32.8	32.0
Net working hours	556.0	592.2	593.5	550.4	575.0	557.8	810.3	801.6	739.0	749.6	733.0	765.0	<b>8,023.4</b>	9,009.5	9,231.9	7,850.3
Net working hours as % of available hours	95%	92%	88%	85%	86%	86%	91%	90%	95%	84%	91%	86%	<b>89%</b>	89%	84%	85%
Sick Leave as a % of Available Hours	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.5%	0.0%	9.5%	0.0%	0.0%	<b>1.2%</b>	0.3%	5.0%	4.4%
Annual Leave taken as a % of Total Annual Leave	3%	5%	7%	9%	9%	8%	7%	6%	4%	5%	7%	12%	<b>83%</b>	84%	82%	84%
Notes:																
Annual Leave 2017/18 - Full Year													<b>930.2</b>	1051.6	1154.4	992.6
Annual Leave b/f from 2016/17													<b>118.6</b>	199.8	181.3	186.4
Total Annual Leave Available - Full Year													<b>1048.8</b>	1251.4	1335.7	1179.0

All figures are expressed in hours

## **LEAVE POLICY**

(To be read in conjunction with the Absence & Sick Pay Policy and Procedure)

**Policy Statement: The aim of this policy is to outline the leave entitlement of an employee. The Policy aims to ensure fair, equitable and consistent treatment of staff and is based on The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”)**

1. **Introduction:** The Council recognises that every individual, may, at some point, be challenged by unplanned and unexpected events or sudden ‘life events’ which can affect not only the individual’s work but may also impact on other colleagues. The Council’s Leave Policy provides a range of options to assist staff to meet these challenges, whilst ensuring the proper functioning of the Council’s services.

### **PART ONE – ANNUAL LEAVE ALLOWANCE**

#### 2. **Leave Year Guidelines:**

- The Council’s annual leave year runs from 1 April to 31 March.
- Annual leave should be planned over the year and not “saved” until the end of the financial year. Staff should give consideration to the operational needs of the Council prior to making an annual leave request. Every effort will be made to accommodate requests for annual leave.
- Requests for annual leave should be made in a timely manner with, under normal circumstances, a minimum of 3 days’ notice for leave periods up to 5 days and 3 weeks’ notice for periods over 5 days.
- In the normal course of events, requests for annual leave should be made no more than 12 months in advance of the planned leave. However, where a special event is being planned an exemption may be granted by the Town Clerk.
- Annual leave must be taken at times agreed with the employee’s Line Manager. However, during peak operating periods or when planned major civic events are taking place, leave must also be authorised by the Town Clerk.
- The maximum single period of leave, under normal circumstances, will be two weeks. Requests for longer periods of leave will require the approval of the Staffing Committee. Such requests should be made in writing to the Town Clerk a minimum of 3 months prior to the requested leave to allow such requests to be put to the Staffing Committee (if exact dates are not known, the request should state an approximate range of dates).
- **Employees are reminded not to pre-book any holiday prior to approved leave being granted.**
- Any employee not having taken at least 18 days of their Annual Leave Allowance (ALA) by 31 January will be required to submit a leave plan which provides for a minimum of 28 paid leave days to have been taken by 31 March. (18 days ALA, 2 Statutory Days plus 8 Public Holidays = 28 Days) pro rata for part time employees.

- All annual leave should be taken within the current leave year. In **exceptional circumstances**, employees may be allowed to carry over a maximum of five days untaken annual leave into the following year. Staff must request prior approval of the Town Clerk no later than 31 January in order to carry over unused annual leave. The Town Clerk will require approval of the Chairman of the Staffing Committee in order to carry over unused annual leave.
  - Legitimate 'exceptional circumstances' could include:
    - Workload – covering for other staff absences (other than normal annual leave) for more than 4 weeks;
    - Preparing for a successor or succession;
    - Undertaking additional duties (either temporarily or permanently) which the Staffing Committee, upon review, deem not to have been sufficiently resourced.
  - Subject to the above, and the provisions of the Council's Absence & Sick Pay Policy and Procedure and Maternity/Paternity/Adoption/Shared Parental Leave Policies, any untaken leave will be lost and employees will not be entitled to pay in lieu of untaken annual leave.
  - Except where allowed by Employment Rights Act 1996 (Time Off for Dependents) leave taken without the prior approval of the employee's Line Manager will be classified as unauthorised absence and may result in pay being withheld, and/or disciplinary action being taken.
3. **Legal Requirement under the Working Time Amendment Regulations:** The Council's minimum leave allowances (21 days annual paid leave, 2 days extra statutory days plus 8 public holidays) exceeds the 28 days minimum annual leave required under the working time amendment regulations 2007. It is a statutory requirement that staff take a minimum of 28 days' paid annual leave each year. Employees are unable to carry forward holiday if this leaves them with less than 28 days leave in any year.
  4. **Public Holidays:** Employees shall, irrespective of length of service, be entitled to a holiday with a normal day's pay for each of the statutory and public holidays as they occur.
  5. **Annual Leave:** The minimum paid annual leave entitlement for a full-time employee is twenty-one days. Employees are entitled to a further four days per year, to be added to the next leave year, after five years of eligible continuous service (pro rata for part time employees). For the purposes of entitlements regarding Annual Leave, Occupational Sick Pay and the Occupational Maternity Scheme, continuous service will include continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies. Further guidance relating to the definition and calculation of eligible continuous service is detailed in 'The Green Book'.
  6. **Extra Statutory Holidays:** Employees shall have an entitlement to two extra statutory days holiday, these 'statutory days' are to be used during the Christmas to New Year closure period.
  7. **Calculation of Annual Leave Entitlement for new starters and leavers:** The annual leave entitlement of employees leaving or joining the Council is pro-rata to their completed service during the leave year. Deductions from an employee's final salary payment will be made for any leave taken in excess of entitlement.

For the purpose of calculating leave (annual, public and extra statutory holidays) entitlements may, where necessary, be expressed in hours over the leave year.

8. **Christmas to New Year Holiday Closure:** Godalming Town Council will follow the 'Council Office Closure' schedule set by Waverley Borough Council. If the Christmas Office Closure covers a period in excess of public holidays plus the two statutory days' holiday detailed above, staff will be required to allocate any additional days against either their annual leave entitlement or 'accrued' TOIL. Notice of the number of days required to be set against this requirement will be announced no later than 31 October. It should be noted that due to the operational

requirements of Godalming Town Council or the Godalming Joint Burial Committee, it may not be possible to grant all staff leave during the entire shut down period, in which case appropriate adjustments to leave records will be made.

9. **Time off for Religious Festivals or Observations:** Wherever possible, the Council shall endeavour to accommodate requests for time off for religious festivals or observations which are not covered by statutory public holidays. Employees must use their annual leave entitlement or accrued TOIL for this purpose.
10. **Procedure for Obtaining Approval and Recording of Leave:** An employee's Line Manager must approve all paid leave in advance. Staff wishing to take paid leave should follow the procedure set out below:
  - Staff are required to enter requested leave dates onto their leave card held by the Support Services Executive.
  - The Support Services Executive will present the relevant leave cards to the appropriate Line Manager for authorisation of the request as soon as practicable. On authorising leave, Line Managers are to inform the staff member that their leave request has been granted.
  - If approved, the Services Support Executive will update the details of the leave onto the staff leave calendar (shown on Microsoft Outlook for ease of reference by Line Managers and other staff).
  - Upon notification from a Line Manager, the Support Services Executive is to record on an individual's leave record card any occasion where a staff member was required to work on a Public Holiday.
  - The Town Clerk shall consult with the Chairman of the Staffing Committee when making his/her leave arrangements and where the Town Clerk has delegation for authorisation of discretionary leave in relation to other staff, he or she will seek such authorisation from the Chairman of the Staffing Committee or Vice Chairman if the Chairman is unavailable.

## **PART TWO – SPECIAL FORMS OF LEAVE**

11. **Public Duties:** Paid leave of absence will be granted for employees undertaking jury service or serving on public bodies or undertaking public duties. Where an allowance is claimable for loss of earnings the employee should claim and pay the allowance to the Council.
12. **Election Duties:** Employees who wish to act as presiding officers, poll clerks or counting officers may request to take an unpaid leave day to carry out these duties. Employees should consult the Town Clerk and obtain permission, which should not be unreasonably withheld, before accepting the appointment.
13. **Legislative Background:** The Council recognises and abides by the current legislation regarding Maternity, Paternity, Adoption, Shared Parental Leave and Ordinary Parental leave. In the event that an eligible employee is seeking to take any of the aforementioned leave they should, at the earliest opportunity, discuss their plans with their Line Manager who will be able to seek further advice on leave entitlements, pay rates and the legislation which is current at the time.
14. **Occupational Maternity Scheme:** The Occupational Maternity Scheme, as detailed in 'The Green Book' shall apply to all pregnant employees regardless of the number of hours worked per week who have completed at 1 year's continuous local government service at the 11<sup>th</sup> week before the Expected Week of Childbirth
15. **Health & Safety in Pregnancy:** On receipt of written notification from an employee that she is pregnant, the Town Clerk should carry out a risk assessment. The employee and relevant Line Manager should be fully informed of any risks identified. The Line Manager and employee have an on-going responsibility to monitor any potential risks that may be present.



16. **Maternity Support Leave:** Up to two weeks paid leave (to be taken in a block of one or two weeks leave over a single period) shall be granted to the child's father or the partner or nominated carer of an expectant mother or co-adopter at or around the time of birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth.
17. **Ante-Natal Appointment:** Any pregnant employee has the right to paid time off to attend ante-natal appointments and must produce evidence of appointments if requested to do so. Wherever possible these should be arranged outside of core time. A baby's father, the expectant mother's spouse or civil partner, or an employee in a long-term relationship with the expectant mother can take unpaid leave to accompany a pregnant woman to 2 antenatal appointments (taking up to 6 and a half hours per appointment).
18. **Carer Leave:** Godalming Town Council recognises that a flexible and supportive approach is required for those who have care responsibilities for others. Discretionary leave may be granted in the following circumstances:

Serious illness of a Husband, Wife, Partner, Son / Daughter or a close family member who requires constant care and attention in their own home, where no other care arrangements can be made or normal care arrangements have broken down, for example a person living alone recovering from an operation.

Up to five days with pay may be granted at the discretion of the Town Clerk in accordance with the individual circumstances of the case. These additional days paid leave will not normally be granted until employees have exhausted any outstanding annual leave entitlement (based on the pro-rata calculation of the full annual entitlement on the date of request).

In cases of family sickness other than serious illness, consideration will be given to allowing the employee flexibility for start, finish and lunch times to allow them to care for their Husband, Wife, Partner, Son, Daughter or a member of their close family.

The Council's Carer Leave Scheme should be used in circumstances where the illness relates to someone who is normally directly dependent upon the employee for domestic support.

19. **Time off for Medical Screening and Other Medical Appointments:** Wherever possible, visits to a GP and other routine medical appointments should be made outside working hours.

Where this is not possible, appointments should be made to minimise the extent of absence from work, for example, either at the beginning or end of the working day. Paid leave of up to two hours may be granted at the discretion of the Town Clerk, time off in excess of this period will be permitted, subject to the employee making up the hours lost. Time in excess of two hours is to be recorded by Support Services in the TOIL log with the accrued TOIL balance amended accordingly.

Employees having to attend hospital, clinic appointments or work related medical appointments (e.g. sight tests or occupational health) where the timing of the appointment(s) is beyond their control will be able to attend these appointments during the working hours with no expectation to make up the hours lost.

Necessary paid time off will be granted for the purpose of cancer screening.

20. **Special Leave:** Additional leave with or without pay may be granted in special circumstances at the discretion of the Staffing Committee, such requests are to be made in writing to the Town Clerk.
21. **Compassionate Leave:** The Town Clerk may grant up to three days' paid compassionate leave to help an employee cope with the serious illness or death of an immediate family member.

22. **Funerals:** An additional paid Compassionate Leave day may be granted for attendance at the funeral of an immediate family member; Spouse or Partner, Parent (birth, adoptive or step-parent), Child (birth or adopted) or Sibling (including step sibling).
23. **Time Off for Dependants:** All employees (regardless of their length of service) have the right to take a reasonable amount of **unpaid** time off work in order to deal with particular unexpected emergencies affecting their dependants.

A dependant is:

- A spouse;
- A civil partner;
- A child;
- A parent;
- A person who lives with the employee other than as his or her employee, tenant, lodger or boarder;
- Any other person who would reasonably rely on the employee for assistance if he or she fell ill or was injured or assaulted, or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury; or
- In relation to the disruption or termination of care for a dependant or any other person who reasonably relies on the employee to make arrangements for the provision of care.

An example of time off for dependants is if your child falls ill you could take time off to go to the doctor and make care arrangements. Your employer may then ask you to take annual leave or parental leave if you want to look after your child for longer.

Although there is no requirement to give notice the employee must, as soon as possible, tell their Line Manager the reason for their absence and how long they expect to be away from work.

Exceptionally, consideration will be given to events which may be foreseen, but which are of a serious nature such as to make the presence of the employee necessary, for example, time off to settle an elderly relative into a care home or to attend a hospital appointment or planned operation with a child/partner. Such requests should be made to the Town Clerk for determination in consultation with the Chairman of the Staffing Committee.

24. **Time Off In Lieu:** For staff members above pay point 28, unless otherwise agreed as part of employment particulars, authorised additional hours worked outside of an individual's normal working hours will be compensated for by Time off in Lieu (TOIL). The points set out below govern the accrument and taking of TOIL.

#### Accruing TOIL

- Additional hours which may accrue TOIL must be authorised in advance by the Town Clerk.
- Unless otherwise approved and authorised by the Staffing Committee, TOIL will be granted at single rate (one hour worked equals one hour TOIL) when a member of staff is required to work outside their normal hours to service weekday meetings or to attend weekday Civic, Mayoral or approved external events.
- Staff attending weekday evening meetings or weekday Civic, Mayoral or approved external events will receive single rate TOIL with an additional hour to cover travel time, meeting preparation and clear-up.
- For meetings started during the employee's normal working day and proceeding beyond the end of the working day, single TOIL will be granted as earned after the end of the working day.
- Staff attending weekend meetings or weekend Civic, Mayoral or approved external events will receive TOIL at time and a half for the duration of their involvement /requirement at the event. Additionally, staff will be granted travel time to and from an event. Travel time will be

determined by the most direct route and standard parameters of the RAC route planner ([www.rac.co.uk/route-planner](http://www.rac.co.uk/route-planner)). The approved travel time allowance is to be recorded in the TOIL log.

- Employees are to report TOIL hours to the Support Services Executive in writing, and the Support Services Executive will maintain the TOIL log, recording the date of accrued toil, the amount of toil time claimed, employees accumulated TOIL, date TOIL taken, balance of TOIL remaining. Once recorded in the TOIL log, the entry is to be signed authorised by the Town Clerk.

#### Taking TOIL

- Whilst all staff should aim to take TOIL as soon as practicable after the date of accrual, in recognition of the relatively small number of employees at the Town Council and the resulting difficulty of taking time off, no more than 22.5 hours (three working days) TOIL can be accumulated at any one time. This is pro-rated for part-time staff.
- Toil is to be requested and recorded using the same procedure as when requesting Annual Leave, with the added requirement that once approved by the Line Manager, the leave card is counter signed by the Support Services Executive to indicate that sufficient TOIL is available to support the request and that the accrued TOIL balance has been adjusted accordingly.
- The Town Clerk will inform the Chairman of the Staffing Committee before taking TOIL in excess of 7.5 hours.
- TOIL cannot to be taken in advance of the hours being accrued.
- Except when leaving and by specific agreement of the Staffing Committee, TOIL cannot be 'bought back'.

### **PART THREE – IMPLICATIONS ON PENSION CONTRIBUTIONS**

25. **Unpaid Leave:** If employees are granted unpaid leave of absence or leave on reduced pay

**For the first 30 days:** Full LGPS membership continues to build up during this period but the employee must pay the pension contributions that would have been paid had she/he been at work.

**After 30 days:** This period will not count as pension scheme membership unless the employee opts to pay for it to do so. For the period to count as pensionable service he/she can elect to pay pension contributions for the whole period (up to a maximum absence period of 36 months) by taking out a Shared Cost Additional Pension Contribution (SCAPC) contract in order to maintain their full pension benefits. If the employee wishes to do this they must notify the RFO in writing within 30 days of their return to work (or within 30 days of leaving work if they do not return). Details of the cost of buying back the 'lost' pension can be obtained from the Pension Scheme; please ask the RFO for details.

26. **Maternity, Adoption, Maternity Support and Shared Parental Leave:** The implications of these types of leave is set out in the National Agreement of the National Joint Council for Local Government, a copy of which is available at the Town Council Offices.

27. **Industrial Action:** If employees who are LGPS members are absent from work due to industrial action they will also have the option to buy back the 'lost' pension by making an Additional Pension Contribution. In order to do so they must write to the RFO, however, there is no time limit and the entire cost will be met by the employee.

*This is a non-contractual procedure which will be reviewed from time to time.*

## **ABSENCE & SICK PAY POLICY AND PROCEDURE**

### Policy Statement

Godalming Town Council (the Council) is committed to maintaining the health, well-being and attendance of all employees. We value the contribution our employees make to the delivery of quality services to our community. So, when any employee is unable to be at work for any reason, we miss that contribution. This absence policy explains what we expect from managers and employees when handling absence.

Additionally, this policy outlines the payments made to an employee when they are absent due to sickness – this includes injury and disability. The policy aims to ensure fair, equitable and consistent treatment of staff.

This policy has been developed in consultation with employees and the Council welcome the continued involvement of employees in implementing this policy.

### Key Principles

The Council's Absence and Sick Pay Policy is based on the following principles:

1. As a responsible employer the Council undertake to provide payments to employees who are unable to attend work due to sickness in accordance with their Contract of Employment.
2. Regular, punctual attendance is an implied term of every employee's contract of employment – the Council ask each employee to take responsibility for achieving and maintaining good attendance.
3. Open communication between managers and employees is encouraged.
5. The Council will consider any advice given by the employee's GP on the 'Statement of Fitness for Work'. For example, a GP might advise that an employee is 'partially fit for work' or 'fit for work with adjustments' on the FIT note and set out recommended adjustments or support.
6. The Council will use an occupational health adviser, where appropriate, to gain information and guidance in relation to the health condition, in particular to help identify the nature and likely duration of an employee's illness and to advise of any recommended support required by the employee.
7. The Council's disciplinary procedure may be invoked if the absence procedures are not followed or if the Absence and Sick Pay Policy & Procedure s misused.
8. The Council respect the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988.

## Notification of Absence

If an employee is going to be absent from work due to sickness they should speak to their manager or deputy within 30 minutes of their normal start time. They should also:

- Give a clear indication of the reason for absence (and the nature of the illness if applicable) and
- A likely return date.

The manager will check with the employee if there is any information they need about their current work. If the employee does not contact their manager by the required time the manager will attempt to contact the employee at home.

## Certification of Absence

Employees must self-certify for the first seven calendar days of sickness absence by completing the Council's sickness self-certification form and submitting this to their Manager upon their return to work. (Blank sickness self-certification forms are available from the Support Services Executive or electronically from the 'staffing committee' folder on the 'work' drive). Employees are required to provide a 'Statement of Fitness for Work' (FIT note) from their GP or consultant for any absence due to sickness of over seven calendar days upon their return to work. For ongoing absence, you will be required to send your FIT Notes to your Manager once you receive them.

A FIT note (or equivalent if abroad) is required for any sickness absence which occurs while the employee is on annual leave (and where the employee wishes to substitute sick leave for the annual leave).

If absence is likely to be protracted, ie more than four weeks continuously, there is a shared responsibility for the Council and the employee to maintain contact at agreed intervals.

Exceptionally, if the Council is concerned about the frequency of an employee's absence, or their account of their reasons for absence, the employee may be required to submit a FIT note, rather than self-certificates, from their first day of absence. In such cases the Council will meet the cost of any fee charged. The Council's disciplinary procedure may be invoked if the absence procedures are not followed or if the Absence and Sick Pay Policy and Procedure is misused.

Sick pay may be withheld where the sickness absence reporting procedure and certification requirements have not been followed in full.

## 'May be fit for some work'

If the GP advises on the FIT note that an employee 'may be fit for work', or fit for work with adjustments'. For example, a GP might advise that an employee is 'partially fit for work' or 'fit for work with adjustments' on the FIT note and set out recommended adjustments or support. The recommendations will be discussed with the employee and if reasonable will be put into place. Examples of adjustments or support include a phased return to work or amended duties.

This discussion will take place as an informal meeting between the manager and the employee. In certain circumstances, the manager may need to seek advice and/or recommend an occupational health referral).

If it is not possible to provide the support an employee needs for an adjustment or support to enable them to return to work, (for example, by making the necessary workplace adjustments), the Statement will be used in the same way as if the GP advised that the employee was 'not fit for work'.

## Return to Work Discussions

Managers will discuss absences with employees when they return to work to establish:

- The reason for, and cause of absence
- Any reasonable support or adjustments required by the employee.
- That the employee is fit to return to work.

If an employee's GP has advised that they 'may be fit for work with adjustments or support' the return to work discussion can also be used to discuss this.

## A Formal Review will be Triggered by:

- Frequent short-term absences;
- Long-term absence; or
- Any other pattern of absence that causes the manager concern.

The review will look at any further action required to improve the employee's attendance and well-being and will be conducted as a formal meeting (with the employee having the right to be accompanied). A written record of the review will be kept.

Further absence management procedures will be followed as appropriate to the circumstances.

## Absence as a result of disability

Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010 (formerly as part of the Disability Discrimination Act 1995). This will include considering whether any reasonable adjustments can be made.

## Sick Pay

1. **Contractual Sick Pay:** If an employee is absent from work due to illness (this includes injury and other disability), and subject to compliance with Absence and Sick Pay Policy and Procedure, they will be paid Occupational Sick Pay in accordance with their contract of employment and in line with the National Agreement of the National Joint Council for Local Government Services, a copy of which is available at the Council Offices.
  - a. The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence is calculated by deducting from the employee's entitlement on the first day by the number of days of paid absence during the preceding twelve months. (NB: for sick pay purposes; a month is equivalent to 22 working days, pro rata for part time staff).
  - b. In the case of full pay periods, sick pay will be an amount which when added to Statutory Sick Pay and Incapacity Benefit, Employment and Support Allowance or equivalent social security benefit receivable will secure the equivalent of normal pay. In the case of half pay periods, sick pay will be the amount equal to half normal earnings plus an amount equivalent to Statutory Sick Pay and Incapacity Benefit, Employment and Support Allowance or equivalent social security benefit receivable, so long as the total sum does not exceed normal pay.
  - c. The Employment and Support Allowance or equivalent social security benefits to be taken into account for the calculation of sick pay are those to which an employee is entitled on the basis the employee has satisfied so far as is possible:
    - i. the conditions for the reporting of sickness as required by the council;
    - ii. the claiming of benefits;
    - iii. the obligation to declare any entitlement to benefits and any subsequent changes in circumstances affecting such entitlement.

- d. Sick pay will not be paid for absences which are not covered by an appropriate sickness certificate. The Council reserves the right to withhold pay for periods of unauthorised absence.
2. **Phased Return:** The employee's salary will be calculated on a pro rata basis to reflect their hours worked during a phased return. The remainder of the time will be recorded as sickness absence, and paid as Sick Pay if eligible.
3. **Third Party Damages:** An employee who is absent as a result of an accident shall not be entitled to an allowance if damages may be received from a third party in respect of the accident.
- a. In this event, The Staffing Committee would authorise a payment to the employee equivalent to the sickness payment which would normally be paid under the National Agreement of the National Joint Council for Local Government Services. The employee will sign an agreement to refund to the Council the equivalent payment from the amount of damages paid to them by the third party, or a proportion of the payment if the damages paid do not cover the full amount.
- b. Any period of absence in this case, where a refund of the payment advanced is repaid in full, will not be recorded as sickness absence. If the payment is only repaid in part, then the period of absence not refunded will be recorded as sickness absence.
4. **Pay During Notice period**
- a. Where notice is given to an employee that their employment is to be terminated by the Council whilst they are on sick leave, pay during the notice period will be notice pay (i.e. full pay) and not sick pay.
- b. If an employee resigns their post whilst they are on sick leave, they will remain on sick pay during their notice period and conditions of the sick pay policy apply in the usual way.
5. **Non-payment of Sick Pay:** Sick pay may not be paid when the absence is due to:
- an employee's own misconduct or neglect;
  - deliberate conduct prejudicial to recovery;
  - active participation in professional sport;
  - injury while working in the employee's own time on their account for private gain or for another employer

The above decision will be made by The Staffing Committee. The employee shall be advised of the grounds for suspension of Sick Pay and shall have a right of appeal. Such appeals will be heard by an independent panel chaired by the Mayor, plus two other elected councillors not serving on the Staffing Committee. If the panel concludes that the grounds were justified, then the employee shall forfeit the right to any further payment in respect of that period of absence.

6. **Occupational disease/accident at work:** Absence in respect of normal sickness is entirely separate from absence through occupational disease, accident or assault arising out of or in the course of employment with the Council. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements.
7. **Infectious Disease:** An employee who is prevented from attending work because of contact with infectious disease shall be entitled to receive normal pay and the period of absence will not be recorded as sickness absence under this policy.

8. **Car User Allowance/Travel Allowance:** If an employee is absent from work due to sickness for a period exceeding three months the following element of their pay will stop:

- Essential Car User Allowance
- Work Place First Aider Payment
- Out of hours enhancement payment

9. **Related Information:** Statutory Sick Pay Information (<https://www.gov.uk/statutory-sick-pay>)

*This is a non-contractual procedure which will be reviewed from time to time.*



**GODALMING TOWN COUNCIL – TRAINING – STATEMENT OF INTENT**

<b>1. COMMITMENT TO TRAINING</b>	Godalming Town Council is committed to reaching and maintaining the standards expected from through identifying appropriate training needs and providing sufficient resources for its provision.
<b>2. TRAINING NEEDS</b>	<p>The Town Council acknowledges that it is equally important to train both its Members and staff in order to adequately carry out its service provision in an efficient and professional manner. Training will primarily focus on specific topics and areas of work pertinent to local government and will also encompass other relevant training that will enhance the professional skills of staff, benefit Members and thereby improve service delivery.</p> <p>Training will include:</p> <ul style="list-style-type: none"> <li>➤ Formal training courses</li> <li>➤ Briefings and seminars</li> <li>➤ Conferences such as SSALC, NALC regional and national</li> </ul>
<b>3. IDENTIFYING TRAINING NEEDS</b>	<p>The training needs of staff will be identified through an annual appraisal. However, should there be a need for staff training due to the introduction of new equipment or the need for specialist knowledge then appropriate training will be provided.</p> <p>All new Councillors will be expected to undergo induction training to include training on the Code of Conduct.</p> <p>A new Chairman will be expected to undergo appropriate training in Chairmanship</p> <p>The Clerk will inform Members of appropriate training/briefing sessions and the Clerk will assess staff training needs through careful monitoring and evaluation of the council's administration process. Changes in legislation will also induce the need for appropriate training. Members will be asked annually to identify their own specific training needs.</p> <p>It is noted that some Members will have undertaken relevant training elsewhere and this will be taken into account.</p>
<b>4. RESOURCING TRAINING</b>	Training will be resourced by making funds available in the budget to ensure that staff and Members are suitably qualified to carry out their functions and duties. Funds will be made available for appropriate technical and other information, as required. The Training budget will be assessed as part of the annual budget setting process.
<b>5. MEASURING THE IMPACT OF TRAINED STAFF AND MEMBERS</b>	<p>The impact of training will be measured through the council's service delivery. Well trained staff and Members will see the benefits through its successes such as:</p> <ul style="list-style-type: none"> <li>➤ Well chaired council meetings</li> <li>➤ Professional and pertinent observations on planning applications</li> <li>➤ Well documented policies and reports</li> <li>➤ Well managed projects</li> <li>➤ Well managed finances</li> <li>➤ Well informed staff and Members</li> <li>➤ The professional conduct of staff and Members</li> <li>➤ The maintenance of the General Power of Competence</li> </ul>

8. HR SUPPORT OPTIONS

At its meeting of 25 June 2017, Members agreed to appoint an external HR Services provider on a retained basis (Min. No. 70-17 refers) for 3.5 hours per month at a rate of £60ph for an initial 12 month period. The retained contract started in July 2018.

The cost per annum of the retained service contract being £2,520 per annum.

The total hours available during the retained period being 42 hours, of which 31 hours and 45 minutes have been used to date, leaving a balance of 10 hours 15 minutes.

Work undertaken as part of the retained hours includes:-

- Review of policies and procedures
  - Code of Conduct – IT Facilities
  - Code of Conduct - Social Media Policy
  - Absence & Sick Pay Policy
  - Leave Policy
- New Employment Contracts
- Recruitment
- General advice

The Staffing Committee work programme requires the following policies and procedure to be reviewed:

- Bullying & Harassment Policy – last reviewed March 2016
- Disciplinary Procedures – last reviewed June 2013
- Grievance Procedures – last reviewed March 2013
- Employee Code of Conduct – last reviewed June 2013
- Equality & Diversity Statement – last reviewed March 2014
- Health & Safety Policy – last reviewed March 2016

These policies are all now overdue for review, some being over 5 years old. From recent experience regarding Contracts of Employment, Absence & Sick Pay Policy and the Leave Policy, it is suggested that there is likely to have been significant changes to legislation and best practice surrounding the policies still to be reviewed. As such Officers would suggest that it would be in the best interests of the Council to submit these document for external review before recommending their adoption by Full Council.

Of the anticipated remaining 10 hours, it is likely that one or possibly two of these policies could be reviewed under the existing retained contract arrangement. Thereafter it is for Members to determine the future arrangements of HR support.

If an average of 6 hours is required for external review of each document then approximately 36 hours is required, of which 10 hours is available. As such an additional 26 hours is required to complete the work programme above.

Members have two main options:

- a) Enter into a new retained contract at a cost of £2,520, which will provide more than sufficient hours for the required work with the potential of 16 'unspent' hours.
- b) Purchase block hours as required. Pre-paid hours can be purchased in blocks of 5 hours at a cost of £325 per block. If the work can be contained within 25 hours a total of 5

'blocks' would be required at a cost of £1,625, if any additional hours are required these can be added at £75 per hour.

In order to complete the work detailed above and to provide the Town Clerk and the Committee Chairman with scope for immediate access to HR support, it is recommended that Members resolve to agree to an additional 12 months of retained HR support, with the intention thereafter to provide the access to HR support by purchasing blocks of pre-paid support as required to retain a credit balance. Costs to be allocated against professional fees.

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a 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 Interest	Non-Pecuniary Interest	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 non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.