

# GODALMING TOWN COUNCIL

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

22 December 2017

I HEREBY SUMMON YOU to attend the EXTRAORDINARY **STAFFING COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 4 JANUARY 2018 at 7.30pm or on conclusion of the preceding Policy & Management Committee, whichever is later.

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 meeting held on the 9 November 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. RECRUITMENT OF FACILITIES SUPERVISOR

Members to receive a report from the Acting Town Clerk (attached for the information of Members) on the proposed recruiting process for the position of Facilities Supervisor.

### 5. HR SERVICES

Members to receive a report (attached for the information of Members) in relation to the use of external HR support services and expenditure to date.

6. DATE OF NEXT MEETING

The next meeting of the Staffing Committee will be an Extraordinary meeting to be held on Thursday, 11 January 2018 in the Council Chamber at 7.30pm or at the conclusion of the preceding Full Council meeting, whichever is later.

7. 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.

8. RESTRUCTURING

Members to receive a report from the Committee Chairman on the restructuring process and to consider any recommendations to Full Council.

## **JOB DESCRIPTION**

|                         |   |
|-------------------------|---|
| <b>Job Title:</b>       | Facilities Supervisor   |
| <b>Reports To:</b>      | Town Clerk  |
| <b>Location:</b>        | Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT  |
| <b>Role:</b>            | Responsible for the day-to-day maintenance of cemeteries, allotments, community buildings, community centres, other community venues and aspects of the Public Realm. |
| <b>Hours of Work:</b>   | 37 hours per week with some ability to work flexibly, including occasional evenings and weekends.   |
| <b>Salary:</b>          | £25,951-£27,668 pa (SCP29-31)   |
| <b>Responsible for:</b> | Caretaker   |

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### **21. Principal Responsibilities**

To be responsible for the day to day maintenance of cemeteries, allotments, community buildings, community centres, other community venues and aspects of the Public Realm.

### **22. Principal Accountabilities**

#### **22.1. Facilities**

- Ensure the effective, safe and efficient running of all Godalming Town Council (GTC) and Joint Burial Committee (JBC) buildings, Community Centres, allotments and other facilities.
- Responsible for management of the GTC community buildings and facilities. To include the daily operation and management of bookings processes/procedures and appropriate safety checks at: -
  - ◆ Broadwater Park Community Centre;
  - ◆ Wilfrid Noyce Community Centre; and
  - ◆ Pepperpot.
- To assist the Community Services & Communications Officer with the promotion and marketing of the GTC community buildings and facilities.
- To liaise with the Responsible Finance Officer (RFO) to ensure timely invoicing for use of GTC Facilities.

- Responsible for the maintenance and upkeep of all GTC/JBC owned facilities to ensure that they meet the necessary legal requirements and health & safety standards to include:-
  - ◆ establishing a pre-planned maintenance regime that readily identifies potential problems and a mechanism by which these issues are reported and actioned;
  - ◆ ensuring that the appropriate safety checks are carried out at the GTC community buildings and facilities daily/weekly/monthly/quarterly/annually as required. Recording such inspections in the relevant safety management file at each location and that any defects or deficiencies are immediately rectified or reported (as appropriate);
  - ◆ advising on required works;
  - ◆ drafting the necessary specifications and obtaining competitive quotes (in accordance with GTC Financial Regulations and Standing Orders);
  - ◆ assessing estimates from contractors and other third parties and advising the Council appropriately; and
  - ◆ managing and supervising agreed works.
- Manage the cleaning, waste disposal and security arrangements of all facilities.
- Undertake inspections as appropriate to ensure that the facilities and buildings are in a clean and satisfactory state. To administer the maintenance and inspection schedules for facilities and buildings and liaise with staff/contractors/ to ensure they are achieved.
- Manage the relevant budgets and, where required, raise invoices for goods and services supplied by JBC or liaise with RFO to raise GTC invoices;
- Where appropriate approve invoices for goods and services received by GTC ensuring that all financial & invoice processes/procedures adhere to GTC Financial Regulations and any statutory requirements;
- Manage the Community Centre facilities to ensure:-
  - ◆ bookings are effectively and efficiently fulfilled and all financial and other transactions are properly recorded; and
  - ◆ appropriate access arrangements are in place and that safety checks are carried out to an agreed schedule.

## **22.2. Cemeteries:**

- Work with the Support Services Executive to ensure the keeping of accurate records of burials and memorials, issue relevant documents. To work with funeral directors and other stakeholders to ensure that burials are undertaken correctly and within the law, including the preparation of documents for legal transfer of the Exclusive Right of Burial. To arrange the undertaking of memorial testing and ensure records are kept and appropriate action taken.
- Act as Contract Manager for the cemetery grounds maintenance contract(s). To include:
  - ◆ drafting the necessary specifications and obtaining competitive quotes (in accordance with GTC/JBC Financial Regulations and Standing Orders);

- ◆ assessing estimates from contractors and other third parties and advising the JBC appropriately; and
- ◆ managing and supervising agreed works.
- Responsible for the management and administration of the JBC's landlord responsibilities to include liaison with letting agents as appropriate.
- Undertake the sexton function with regard to interments at the JBC cemeteries, marking graves to be dug and attending at the interment. This function can be managed by casual sextons undertaking the same functions as advised and instructed by the post holder.

### **22.3. Supervision of Others**

- Supervising the work of other employees as their line manager in keeping with the policies of the council.
- To undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

### **22.4. Other responsibilities**

- Assist the RFO in the preparation and management of budgets and forecasts for the Facilities and cemeteries functions. Ensure future repair costs and forecasts meet budget criteria and are scheduled in accordance within agreed timescales.
- Instruct contractors to undertake agreed activities on behalf of GTC/JBC and to monitor their performance to ensure they are achieving the desired result.
- Act as Contract Manager of the contract to provide Christmas Lights for Godalming Town Centre and Farncombe Village, liaising with the Chamber of Commerce and other stakeholders to ensure that the lights are erected before any planned switch-on event and dismantling after Christmas.
- Attend civic functions as required. To attend and assist the Town Clerk and Parade Marshal (as required) with the Remembrance Parade and Service event.
- Provide support to GTC partnership events including the Godalming Run, Godalming Spring & Christmas Festival and Staycation.
- To support other staff members in the production of risk assessments in support of GTC activities.
- Any other such duties as could reasonably be expected as directed by the GTC/JBC.

### **23. General health & safety**

While at work, all staff are required to:-

- Take care of their own health and safety and that of others who may be affected by their acts and omissions; and
- Observe GTC/JBC policies and procedures for health and safety.

In addition to the above as a line manager there is the responsibility to:-

- Ensure, so far as is reasonably practical, the health, safety and well-being of staff and others who may be affected by GTC/JBC activities; and
- Be familiar and comply with GTC/JBC policies and procedures for health and safety.

#### **24. Knowledge, skill and experience**

- The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient management of the affairs of GTC/JBC.
- To attend training courses, development sessions, local and national conferences on the work and role of the Facilities Supervisor as required by GTC/JBC.

#### **25. Additional information**

- Work is largely self-generated, using own initiative or delegated by the Town Clerk.
- Post holder will be office based but duties may include travel within the Town/Borough/County. Travel allowance will be paid in accordance with the HMRC approved rates.
- There is a requirement to attend some evening meetings of GTC/JBC and also some ancillary committee meetings that take place in the evenings.
- Some evening and weekend working will be required to attend events and activities including Spring Festival, Christmas Festival & Lights Switch on events, Godalming Run, Staycation Events and Remembrance Sunday and meeting with partners and other stakeholders.

NB. This job description is a statement of the job content agreed at the time of advertising. It should not be seen as precluding future changes.

## **PERSON SPECIFICATION**

Job Title           Facilities Supervisor

Reporting to       Town Clerk/Clerk to the Joint Burial Committee

### Work Experience & Knowledge

Whether experience and knowledge is essential or desirable is indicated after each one.

- ◆ Experience of facilities management (essential)
- ◆ Experience of managing staff (desirable)
- ◆ Experience of managing contractors (desirable)
- ◆ Knowledge and understanding of the law and of good practice as it relates to cemetery management (desirable)
- ◆ Experience of project planning, project management and project implementation (desirable)
- ◆ Knowledge and understanding of the use and application of relevant IT software (Word/Excel) (essential)
- ◆ Awareness of Health & Safety legislation and its application in the workplace (essential)

### Skills and Abilities

Whether experience and knowledge is essential or desirable is indicated after each one.

#### *Managing People*

- Ability to manage staff (desirable)
- Ability to relate to people at all levels (essential)
- Ability to achieve agreement and to minimise conflict (essential)

#### *Contract Management*

- Ability to draw up contract specifications for all aspects of building and grounds maintenance work (essential)
- Ability to discuss the technical aspects of contract works with the contractor (essential)
- Ability to negotiate successfully (essential)

### *Communication*

- Good communication skills (essential)
- Ability to organise and present accurate information (essential)
- Ability to write succinct reports (desirable)

### *Managing Information*

- Ability to seek and use information from multiple sources (desirable)
- Ability to evaluate the reliability of data (desirable)

### *Project Management*

- Ability to plan, delegate and co-ordinate project roles and tasks (desirable)
- Ability to prioritise agreed objectives and actions (desirable)

### *Organisation*

- Ability to keep timely and accurate records (essential)

### *Personal Attributes*

- Ability to deal sympathetically with bereaved people (essential)
- Ability to identify and respond to unexpected events and opportunities (essential)
- Ability to work within a small team (essential)
- Ability to take responsibility for own professional development (desirable)
- Ability to move objects (such as tables, chairs and signage) around (essential)

It is essential that the postholder has ready mobility around the Godalming area.

Please state on the application form how you meet each of the criteria in the job specification and person specification.





## **ADDITIONAL INFORMATION**

### **Facilities Supervisor**

#### **THE POST**

Godalming Town Council runs two Community Centres (Broadwater Park Community Centre and the Wilfrid Noyce Centre), a Georgian Meeting Hall (the Old Town Hall, known as The Pepperpot) Godalming Bandstand, the public toilet facilities in Godalming and Farncombe and has responsibility for the Godalming Museum building. The Council also owns 12 acres of allotment land at various sites throughout the town although only two small sites are managed directly by the Council – the majority are leased to a local allotment association. On behalf of the Godalming Joint Burial Committee the Council manages two cemeteries – Nightingale Cemetery and Eashing Cemetery and two Lodge Houses which are privately rented.

This post is responsible for the management of all the above facilities and for the line management of a part-time Community Centre Caretaker.

Godalming Town Council is a small organisation and this post will be one of a close-knit team (consisting of only eight posts - 6.5 full-time equivalents) based at the Town Council offices and Godalming Museum (see the attached organisation chart).

#### **TERMS AND CONDITIONS**

Terms and conditions of employment are as set out in the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services, a copy of which is available to be read at the Town Council offices.

This appointment will be subject to satisfactory completion of a six-month probationary period.

#### **PLACE OF WORK**

The Facilities Supervisor will primarily be based at the Godalming Town Council offices, Municipal Buildings, Bridge Street, Godalming GU7 1HT.

#### **SALARY & HOURS OF WORK**

The salary range for this post is £25,951 to £27,668. The salary grade for this post is based on NJC pay scales (spinal column points 29 to 31) and is calculated on a standard working week for local government staff, which is currently 37 hours. Additional hours worked as attendance at evening meetings or at weekend events will be recompensed by time off in lieu to be taken as soon as reasonably practicable after the event.

All Godalming Town Council staff are paid monthly by BACS payment on the twenty-fifth day of each month.

## **LEAVE ENTITLEMENT**

The full-time equivalent annual leave entitlement for this post is 20 days per annum (increasing to 25 days per annum with five years' continuous local government service) plus two extra statutory days and public holidays.

## **PENSION**

The postholder will be entitled to become a "pensionable employee" by joining the Local Government Pension Scheme. This scheme is a contracted out scheme under the Social Security Pensions Act 1975, and is operated for this authority by Surrey County Council. Employee's contribution rates are currently 6.5% of salary.

## **CAR ALLOWANCES**

If the use of a motor vehicle is required for the performance of the postholder's duties then reimbursement for the use of the postholder's private car will be made for all business mileage in accordance with the National Joint Council for Local Government Services' Scheme and the dispensation agreement with HM Revenues & Customs. Current rate of reimbursement is 45p per mile.

The postholder will be required to have business use car insurance.

## **INSURANCE**

### **a) Personal Accident and Assault**

As a responsible employer the Council is anxious to minimise the risk to its employees of personal accident or assault whilst performing their duties. The Council will therefore insure the postholder against death or permanent disablement arising from and in the course of your duties.

### **b) Fidelity Guarantee**

For the purposes of securing the Council against the loss of money or other property under the postholder's control or in accordance with the requirements of legislation for the time being in force the Council will maintain adequate insurance to cover any such losses.

## **CODE OF CONDUCT**

The postholder will be expected to comply with the Godalming Town Council's Officer Code of Conduct. Any breach of this Code of Conduct will be dealt with in accordance with the Godalming Town Council Disciplinary Procedure (copies of the Code of Conduct, the Disciplinary Procedure and the Grievance Procedure are on our website and hard copies are available on request).

All employees of Godalming Town Council are expected to administer and comply with all lawful policies of the Council. Should an employee wish to raise a grievance with the Town Council as the employer then the Godalming Town Council Grievance Procedure must be followed.

## **APPRAISAL**

All employees of Godalming Town Council receive an annual Appraisal/Development Review. Should there be any concern about staff performance, other than matters of a disciplinary nature, the Council undertakes to work with its Officers to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

## **TRAINING AND DEVELOPMENT**

Godalming Town Council considers it essential that the officers and employees of the Council maintain up-to-date knowledge of their function and duties. To this end the Council expects and supports necessary training and development agreed through the appraisal process and will meet all course and examination expenses and any travel and subsistence costs incurred on the scale set down. In addition, reasonable agreed time in paid working hours will be given for course attendance and other study.

## **HEALTH AND SAFETY**

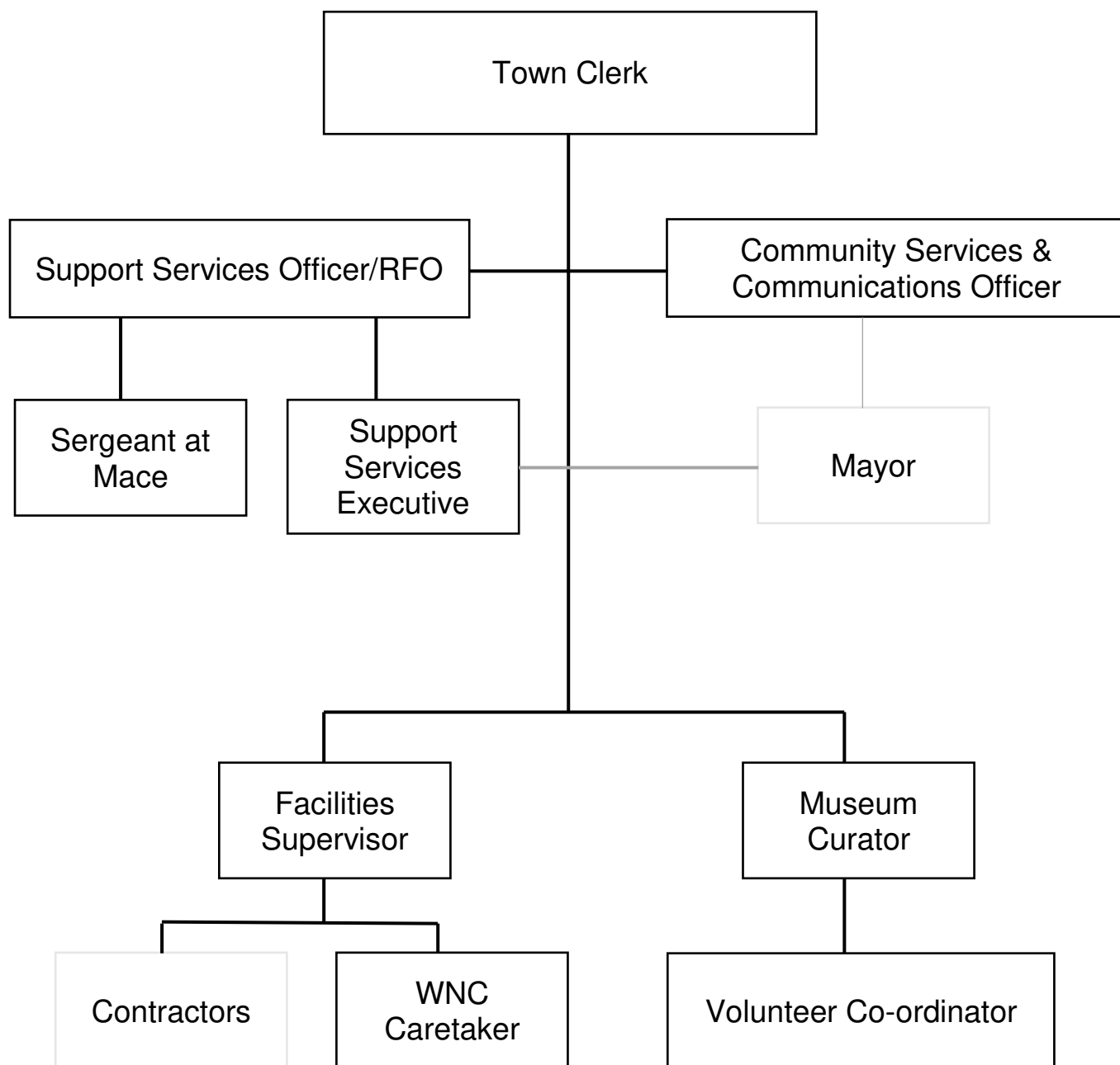
All employees of Godalming Town Council are expected to familiarise themselves with Godalming Town Council's Health & Safety Policy (copy on website or hard copy available on request) and to ensure that you comply with the provisions of that policy as required and to attend Health & Safety training which will be provided.



**Godalming**  
Town Council

Supporting Our Community

### ORGANISATION STRUCTURE





Supporting Our Community

**CONFIDENTIAL**

**Application for the Appointment of Facilities Supervisor**

**1. PERSONAL DETAILS**

Surname \_\_\_\_\_ First Names \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone No. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Do you require a work permit to work in the UK? YES/NO

Do you consider that you have a disability as defined under the Disability Discrimination Act? YES/NO

If yes, please give brief details of your disability: \_\_\_\_\_

**2. EDUCATION**

| Date From | Date To | Name & Type of School College or University | Standard reached or Examinations passed with full details and dates. |
|-----------|---------|---|--|
|           |         |   |  |

**3. EMPLOYMENT RECORD**

| Date From | Date To | Employer's Name & Address | Positions held & Duties (state salary & grade of present appointment) | Salary £ |
|-----------|---------|---------------------------|---|----------|
|           |         |                           |   |          |

**4. STATEMENT OF APPLICATION**

Please tell us why you think you are suitable for this job referring to your relevant skills and experience including where appropriate your interests outside of work (*continue on a separate sheet if necessary*):

**5. REFEREES**

Names and address of two referees (please indicate whether we can approach these referees immediately):

|     |     |
|-----|-----|
| (a) | (b) |
|-----|-----|

**6. CRIMINAL CONVICTIONS**

Have you any unspent criminal convictions as defined by the Rehabilitation of Offenders Act 1974? YES/NO

If YES you will be required to provide further details in the event of your being successful at interview.

I certify that to the best of my knowledge I am not related to any member or senior officer of the Council, and acknowledge that any canvassing, direct or indirect, will disqualify my application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Completed application forms should be returned to the Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming Surrey GU7 1HT by **2 February 2018 at midday**.



## **Facilities Supervisor**

### **Godalming Area**

### **Salary Range SCP (29-31) £25,951- £27,668**

Godalming Town Council is a forward-looking council looking to attract the right person to manage its facilities (community buildings, allotments and cemeteries); if you have experience of facilities management and enjoy working in a small team this could be you.

The post-holder will work in Godalming and must be able to move around the town between the facilities. Hours are 37 per week worked mainly between 9.00 am and 5.00 pm on weekdays but will include occasional evening and weekend working.

**For more details and an application pack contact the Town Clerk, Andy Jeffery on 01483 523575 or email [townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk) or download the details from the Town Council's website at [www.godalming-tc.gov.uk/vacancies.htm](http://www.godalming-tc.gov.uk/vacancies.htm)**

**Closing date: Friday, 2 February 2018 at midday.**

**Interviews for this post will take place on 20 February 2018**

5. HR PARTNERSHIP SERVICES

Members will be aware that Godalming Town Council entered into a retained service contract with HR Services Partnership to provide HR advice and support to the Council.

The contract began in August 2017 for an initial 12 -month period and provides for 3.5 hours of retained service per month. The basic cost for the period August 2017 to March 2018 being £1,680. This sum to be deducted from the Staffing Committee's Budget of £5,000 leaving a balance of £3,320.

Two major one-off HR support requirements have occurred during 2017/18.

- The first being the TUPE support for the transfer of Museum Staff from Waverley to GTC. This incurred expenditure of 23.5 hours of work at a cost of £1,425. This work was allocated against the museum as part of the transfer costs.
- The second being the restructuring of council paid services. Officers have been informed that the final hours for this work should be known in January and that they are expected to be significant. The Staffing Committee budget balance of £3,320 should be sufficient to cover 55 hours of HR Services Partnership's time.

The Acting Town Clerk has requested that the costs associated with restructuring are invoiced separately from the retained hours.

Retained hours currently stand at a credit of 7 hours 50 minutes as of November (the 6 hours 10 minutes of retained services used to date have been applied against the IT & Social Media Policy work and the recent support work – TUPE advice ref cleaning contracts). This credit of retained hours is expected to reduce as policy document reviews prioritised by this Committee feed through to HR Services Partnership over the course of the first quarter of 2018.



## 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.