

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

107-109 High Street
Godalming
Surrey
GU7 1AQ

30 June 2023

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in The Pepperpot, High Street, Godalming on THURSDAY, 6 JULY 2023 at 7.00pm.

Andy Jeffery

Andy Jeffery
Town Clerk

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 Downey – Chair
Councillor Kiehl
Councillor Martin
Councillor Weightman
Chair of Policy & Management (*ex officio*)

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 25 May 2023, 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. **REVIEW OF TERMS OF REFERENCE**

Members to review the Committee's terms of reference, and if required agree to recommend amendments to Full Council. Existing Terms of Reference attached for the information of Members.

5. **REVIEW OF COMMITTEE WORK PROGRAMME**

Members to consider the attached work programme and are requested to consider its purpose and content, especially as it relates to the provision of Health & Safety oversight and the review of staffing policies.

Our inherited work programme is dominated by a list of policies to be reviewed on a biennial and triennial basis. Some reviews are overdue. It is proposed that the list be re-ordered in sequence of review due dates, with responsibility for leading consideration of each policy

allocated to an individual committee member. On this basis there will be 8 policies to be reviewed at our September meeting.

A glaring omission from the list is the Health & Safety Policy. Historically this policy has been considered and adopted by Full Council annually, but during 2022 the Audit Committee identified that our current policy does not meet best practice in a number of respects. This was one of a number of factors that led the Audit Committee to recommend the appointment of external health and safety consultants.

Citation started work in this role in March 2023, and as part of their initial advice they provided two alternative templates for a health and safety policy, but these have yet to be reviewed with a view to updating GTC's actual policy. It is proposed that this important area is explicitly recognised by this Committee as one where there is work to be done in supporting the Town Clerk in achieving statutory compliance and best practice.

6. FLEXIBLE WORKING POLICY

Members are requested to consider the draft Flexible Working Policy (attached for the information of Members) and if agreed recommend its adoption by Full Council. Members to note, this policy has been reviewed by the Council's HR service provider.

7. COUNCIL'S BUSINESS PLAN RESOURCING

In preparation for the consideration and adoption by Full Council of the Council's 4-year business plan, Members are requested to consider whether they wish to form a Task & Finish Group to consider staffing resource issues associated with the business plan to be able to make detailed recommendations to this Committee for formal consideration.

The role of the Task & Finish Group would be to consider in detail whether the existing staffing structure, roles and resources are able to support the outcomes set out in the business plan. Additionally, and exceptionally for the Staffing Committee, it is recommended that as part of this work strand, the Task & Finish Group also considers the budgetary implications of any proposals requiring changes to staffing structures or resources so that all implications of any subsequent recommendation from this Committee to the Policy & Management Committee have been fully considered.

8. MUSEUM ASSISTANT

Members to consider a report from the Museum Curator (attached for the information of Members) regarding a change of role from Sunday Supervisor to Museum Assistant that supports museum operations and activities to ensure visitors gain the best possible experience of their visit to the museum, supports the care of the collections, schools and guided tours, and site security.

If Members are minded to support this cost neutral proposal, they are requested to approve the attached revised job description and authorise the Town Clerk, in consultation with the post holder and the Committee Chair, supported by the Council's HR providers to amend the post holder's particulars of employment to reflect the changes.

9. STAFF ABSENCES & TOIL

In accordance with Standing Order 146 a summary report of staff absences for 30 June 2023 is 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, 14 September 2023 at 7.00pm.

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 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

13. STAFFING MATTERS

Flexible Working Request: Subsequent to the decision referred to at Min No 542-17 of 16 February 2023, that the Chair of the Staffing Committee should seek further clarification from the Council's HR providers and bring this item back for further consideration. Members are requested to agree that the Chair of Staffing formally confirms the arrangements with the staff member and that the agreed arrangements are recorded within the appropriate personnel file. Information supporting this request is provided as background information.

4. REVIEW – TERMS OF REFERENCE

Staffing Committee – Standing Orders As Adopted 18 May 2023

99. Purpose of the Staffing Committee

To consider all matters relating to the appointment and management of Council staff.

100. Functions of the Staffing Committee

- i. To oversee the appointment and management of Council staff, delegating responsibility to the Town Clerk as they consider appropriate, or to an interview panel, but acting subject to the approval of the Full Council in relation to the appointment of the Town Clerk and Responsible Finance Officer
- ii. To provide support to and management of the Town Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave.
- iii. Review employee's remuneration and make recommendations thereon to The Council
- iv. Review Conditions of Employment, Contracts of Employment and Job Descriptions as appropriate to ensure they meet the needs of the Council and comply with relevant legislation and established good practice
- v. To review the staffing structures to ensure they are sufficient to deliver the aims of The Council
- vi. Develop, implement and review Employment related Policies
- vii. Manage The Council's compliance with Employment legislation
- viii. Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system
- ix. Provide appropriately trained Members to conduct the Appraisal(s) of the Town Clerk
- x. Set appropriate SMART objectives for the Town Clerk based on the aims and priorities of The Council
- xi. Hold regular informal meetings with the Town Clerk and Staff to discuss and review employment matters
- xii. Ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.
- xiii. Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding
- xiv. Manage Disciplinary and Grievance procedures in accordance with the appropriate council policy and processes
- xv. Where necessary recommend appropriate actions to The Council
- xvi. If required appoint an appeals panel drawn from Members of the Staffing Committee or from an external body as appropriate to the circumstances and in accordance with appropriate council policy and procedures
- xvii. To consider any request by a claimant for variation under exceptional circumstances of the Council's discretionary powers as set out in the Council's Policy on the Exercise of Employer Discretions and to make recommendations thereon to the Full Council.

101. Delegated Spending Authority

In order to undertake its functions, the Town Clerk is authorised to spend up to £5,000 per annum allocated from the professional fees revenue budget when such expenditure is necessary to provide advice to the Staffing Committee. The Chair of the Staffing Committee may seek advice from the Council's HR Service provider when seeking advice on behalf of the Staffing Committee on matters relating to the performance or conduct of the Town Clerk. Expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Council or, if expediency is required the Policy & Management Committee.

5. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
TC Six Meeting	Chair of Staffing & Leader of Council to hold six monthly meetings with TC	Jun 22 & Jan 23	1
Staff Meeting	Chair of Staffing & Leader of the Council to attend staff meeting	Oct 2022	3
Report Staff Appraisals Undertaken	Chair of Staffing & P&M to conduct TC annual appraisal	Sep 2022	2

POLICY REVIEWS – to be updated following review on this agenda	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Employee Code of Conduct		13 September 2018/ Reviewed April 2020	Q1 2023
Recruitment of Ex-Offenders Policy		15 November 2018/ Reviewed February 2020	Q1 2023
Recruitment of Ex-Offenders Policy Statement		15 November 2018/ Reviewed February 2020	Q1 2023
A Guide to Term Time Contracts		23 September 2021	Q2 2023
Fire Safety Precautions & Emergency Procedures		Adopted 21 July 2022	Q3 2024
Absence & Sick Pay Policy and Procedure		4 July 2019/ Reviewed July 2021	Q3 2023
Appraisal Scheme		28 March 2019/ Reviewed September 2021	Q3 2023
Leave Policy		4 July 2019/ Reviewed September 2021	Q3 2023
Lone & Flexible Working Policy		15 November 2018/ Reviewed September 2021	Q3 2023

POLICY REVIEWS – to be updated following review on this agenda	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Disciplinary Procedure		13 January 2022	Q1 2024
Grievance Policy		13 January 2022	Q1 2024
Code of Conduct – IT Facilities		22 March 2018/ Reviewed Feb 2022	Q1 2024
Social Media Policy		22 March 2018/ Reviewed February 2022	Q1 2024
Training Statement of Intent		13 January 2022	Q1 2024
Dignity at Work Policy		19 December 2019/ Reviewed 10 February 2022	Q1 2024
First Aid Policy		28 April 2022	Q2 2024
DBS Data Handling Policy		15 November 2018/ Reviewed November 2022	Q4 2024
Modern Day Slavery Statement		1 April 2021	Q2 2025



POLICY AND PROCEDURE FOR THE RIGHT TO REQUEST FLEXIBLE WORKING

PURPOSE AND SCOPE

Every staff member has a contract of employment that sets out their working hours. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the Council. Common examples of flexible working include part-time working; non-standard working hours including compressed hours; and remote/home working.

Flexible working can result in benefits to Councils, in that such arrangements can help make the most of today's diverse workforce and improve the Council's ability to recruit and retain staff. It is good practice to make flexible working open to all staff.

This policy has been written to explain the process which we will use to respond to requests by staff to vary hours, pattern or place of work.

You have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly provided you have been continuously employed with us for at least 26 weeks at the date the application is made, regardless of whether you work full or part-time or have a temporary contract of employment. It does not apply to agency staff.

POLICY

Our policy is to comply with both the spirit and the letter of the law on the right to request flexible working. To this end we aim to inform all staff of their right to request flexible working and to ensure those rights are understood and that staff feel confident their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements.

MAKING THE REQUEST

To apply for flexible working, please provide the following information in writing, and submit this to the Clerk. In the case of the Clerk, the request should be submitted to the Chair of the Council:

- the date of the application;
- a statement that this is a statutory request;
- details of how you would like to work flexibly and when you want to start;
- an explanation of how you think flexible working might affect the Council and how this could be dealt with, e.g. if you're not at work on certain days; and,
- a statement saying if and when you've made a previous application.

You can only make one statutory request in any 12-month period. You are asked to let us know if you are making the request because you consider the change could be a reasonable adjustment to support a disability. In such a case some of the requirements of this policy would not apply (i.e. the minimum period of service; one request per annum).

RESPONDING TO YOUR REQUEST

Once we receive your written request, we will arrange a discussion with you as soon as possible, unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request we will inform you. You may be accompanied at the meeting by a work colleague.

Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on working conditions for you as an employee and the Council and weighing these against any adverse impact of implementing the changes.

Having considered the changes you are requesting and weighing up the advantages, possible costs and potential logistical implications of granting the request, we will write to you with the decision. The decision will be either:

- to accept the request and establish a start date, with or without a trial period and review date. Where the request is granted we will set out what changes will be made to your terms and conditions of employment, or,
- to propose an alternative, which may require further discussion, or,
- to confirm a compromise agreed at the discussion, or,
- to reject the request, setting out the reasons, how these apply to the application and the appeal process.

If we turn down your request, it will be because of one, or a combination of the following reasons, and we will outline the reason/s and explain why:

- the burden of additional costs is unacceptable to the Council
- detrimental effect on the Council's ability to deliver for the community
- inability to re-organise work among existing staff
- inability to recruit additional staff
- detrimental impact on quality
- detrimental impact on performance
- insufficiency of work during the periods the employee proposes to work
- planned structural changes to the Council.

If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

You must be aware that if your request is approved you do not have a statutory right to make a further request for a period of 12 months, although you may still ask without the statutory right.

TIMEFRAME FOR DEALING WITH REQUESTS

We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete within three months of first receiving a request, including any appeal. If the request cannot be dealt with within three months, we may ask to extend the consideration process, provided you agree to the extension.

HANDLING REQUESTS IN A FAIR WAY

We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working

arrangements this does not mean that we can also agree to a similar change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others' contractual terms into account and we may ask you if there is any room for adjustment or compromise before coming to a decision.

APPEALING THE DECISION

If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible and will normally be with a **sub-committee of Councillors**. You may wish to be accompanied at that meeting by a work colleague.

There may be circumstances when the Council is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.

THE EFFECT ON YOUR CONTRACT OF EMPLOYMENT

Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions. This means that you will not automatically be able to revert back to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

Any changes to your terms and conditions as a result of a change to your working pattern will be confirmed in your decision letter, however, if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the **Clerk, or Chair of the Council in the case of the Clerk**, in the first instance.

DATA PROTECTION

When managing a flexible working request, we will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

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

8. MUSEUM ASSISTANT

Role Change – Sunday Supervisor to Museum Assistant

It was hoped that Sunday opening would increase footfall in the Museum, and it has been a valuable experiment. Over the last 12 months we have received an average of 22.5 visitors each Sunday, this is comparable with our newly reinstated Wednesday opening, which (after only 2 months of recorded data) has averaged 21.2 visitors each Wednesday. Sunday's average figures have been assisted by several key events in the Town Council calendar such as the Food Festival, Beer Festival, Coronation, and Remembrance Sunday events, without which the average figure would be far lower.

We currently struggle to find volunteers willing to sign up to sessions on Sundays, and without the support of one volunteer we would have struggled to keep the museum open on those days. It is far easier to find volunteers who are willing to come in during the week, and we have several people currently ready and waiting to support us on Tuesdays.

As a result of limited volunteer engagement on Sundays, our Sunday Supervisor is required to spend most of her time covering the shop and reception, not allowing time for her to support the wider museum team. The 5 paid staff hours would therefore be far more valuable to the museum on different days.

It is proposed that we revert to the pre-covid opening times of **Tuesday to Saturday, 10am to 4pm** with the Sunday Supervisor's role being altered to become Museum Assistant, and for the hours to be worked flexibly. The additional 5 hours of support in museum operations would be extremely helpful, both for the Curator, the Museum Support Manager, and for the post-holder's career development. Particularly during term time, when demand for education resources and workshops is highest, it would be extremely helpful to have another staff member available, as volunteer availability and skillsets can be variable.

It is anticipated that visitor numbers for Tuesdays would be comparable to Wednesdays and Sundays, and in addition we would open the museum for select events on Sundays, such as Heritage Open Day, and the Godalming Food Festival. We are confident that change in opening hours will not adversely affect visitor footfall, but it will enable the staff to make the best use of the available working hours and offer more flexible support for the museum's activities.



JOB DESCRIPTION

Job Title: Museum Assistant
Location: Godalming Museum, 109a High Street, Godalming, Surrey, GU7 1AQ
Reports To: Museum Curator
Hours of Work: 5 Hours per week (on a rota basis)

1. Principal Responsibilities

Support museum operations and activities to ensure visitors gain the best possible experience of their visit to the museum. Supporting the care of the collections, schools and guided tours, and site security as part of the museum team.

2. Principal Accountabilities

2.1 Supporting the Curator and Volunteer Support Manager

- With other staff and volunteers, ensure the museum is clean, safe, and welcoming for visitors
- Assist in the operation of the reception, shop, and cafe, including all areas of retail sales, stock management, cash handling, and financial controls
- Support wider events and education programme in appropriate ways; help plan and deliver events and activity sessions; facilitate group and school visits; assist with meetings and functions
- Assist with the set up and dismantling of exhibitions
- Assist with the care and management of the museum collections

2.2 Administration

- To support the Museum Curator with administrative tasks such as volunteer rotas and updating website content

2.3 Supporting Volunteers

- Ensure volunteers feel valued by the organisation
- In keeping with the policies of Godalming Museum, support volunteers to ensure the safe operation of the Museum

2.4 Enhancing Visitor Experience

- Work with volunteers and staff to improve the experience of all visitors, including provision of relevant information
- Staff Front of House desk, if required
- promote effective communications between volunteers and visitors
- Provide assistance and information for visitors, conduct guided tours, demonstrate exhibits where required
- Take queries and enquiries from visitors and over the telephone, answering these where information is available and taking details/messages to pass on to other colleagues where appropriate

2.5 Other Responsibilities

- In the event of an emergency, support the safe evacuation of the Museum, in accordance with the Museum's procedures
- To contact senior staff in the event of concern or uncertainty regarding the safety or security of the Museum, volunteers or members of the public
- To open and close the Museum on as required, ensuring that the alarm is disarmed/armed as appropriate and that the safety procedures are in place prior to the Museum being open to the public. (NB. This may entail an element of Lone Working).
- Any other such duties as could reasonably be expected as directed by the Line Manager

3. 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 the Council's policies and procedures for health and safety

4. Knowledge, Skills and Experience

The post holder will:

- be able to deal with a range of people face to face, over the telephone and via email; and
- have an ability to speak with confidence and accuracy.

NB. This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes.

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2023 TO JUNE 2023

	APRIL	MAY	JUNE	CUMULATIVE	2022/23	2021/22	2020/21
	Hours	Hours	Hours	Hours			
Available Working Hours	1,392.3	1,633.3	1,828.0	4,853.6	19,476.8	18,947.2	15,801.4
Annual Leave Taken	140.6	116.3	117.1	374.0	1,879.8	1,753.9	1,305.4
Sick Leave Taken	29.9	1.5	13.4	44.8	1,062.1	1,625.7	239.8
Other Authorised Absence	-	-	-	-	38.0	61.2	30.4
Net working hours	1,221.8	1,515.5	1,697.5	4,434.8	16,496.9	15,506.4	14,225.8
Net working hours as % of available hours	88%	93%	93%	91%	85%	82%	90%
Sick Leave as a % of Available Hours	2.1%	0.1%	0.7%	0.9%	5.5%	8.6%	1.5%
Annual Leave taken as a % of Total Annual Leave	6%	5%	5%	16%	91%	86%	84%
Notes:							
Annual Leave 2023/24 - Full Year				2141.9	1877.2	1810.35	1508
Annual Leave b/f from 2022/23				173.2	187.7	234.3	45.7
Total Annual Leave Available - Full Year				2315.1	2064.9	2044.7	1553.7

All figures are expressed in hours

SC 06.07.23
Agenda Item 5

GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2023 TO JUNE 2023

	APRIL	MAY	JUNE	JULY	CUMULATIVE
	Hours	Hours	Hours	Hours	Hours
Opening TOIL Balance	54.5	25.0	103.0	67.3	
Accumulated	7.2	109.3	8.3	-	124.8
Taken	37.0	31.3	44.0	-	112.3
Closing TOIL Balance	<u>25.0</u>	<u>103.0</u>	<u>67.3</u>	<u>-</u>	
Festivals	-	65.5	-	-	65.5
Council Meetings	7.2	-	-	-	7.2
Parish Meetings	-	-	-	-	-
Other Evening Meetings	-	10.5	-	-	10.5
Civic Events	-	-	8.3	-	8.3
Other	-	33.0	-	-	33.0
	<u>7.2</u>	<u>109.3</u>	<u>8.3</u>	<u>-</u>	124.8

April - Council meetings

May - Kings Coronation Weekend, Elections, Godalming Run, Councillor Induction

June - Civic Service

SC 06.07.2023
Agenda Item 5

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a registerable interest (non-pecuniary interest)]³ in the following matter:-

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.