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107-109 High Street
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1 July 2022

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in The Pepperpot, High Street, Godalming on THURSDAY, 7 JULY 2022 at 6.00pm.

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 Ashworth
Councillor Cosser
Councillor Duce – Chair
Councillor Hullah – Vice Chair
Councillor Williams
Chair of Policy & Management (*ex officio*)

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 26 May 2022, 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. **WORK PROGRAMME**

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

5. **STAFF ABSENCES & TOIL**

In accordance with Standing Order 146 a summary report of staff absences for June 2022 is attached for the information of Members

6. **REVIEW OF POLICY DOCUMENTS**

Recommendation – Members to consider the Fire Safety & Emergency Procedure Policy and if appropriate resolve to approve the documents for adoption by Full Council.

The Fire Safety & Emergency Procedure Policy (attached for the information of Members) was considered at the previous meeting of this committee held on 10 February 2022, at that meeting Members requested it be checked against the WBC Emergency Response Policy and be brought back to Committee for further consideration. The proposed document is considered proportionate to the size of the organisation.

7. YOUTH CENTRE STAFF STRUCTURE – ITEM FOR DECISION

Recommendation:

- A. Members to resolve to authorise the Youth Services Officer, in consultation with the RFO as line manager and the Town Clerk as head of paid services, to amend the staffing structure supporting the delivery of youth services at Broadwater Youth Centre as required to meet the operational needs of the youth club.**
- B. Unless separately approved by the Policy & Management Committee, staffing costs are to be contained within the approved Youth Services (Broadwater Cost Centre 201) budget.**
- C. Terms and conditions of employment are to be in line with the Joint Negotiating Committee (JNC) agreement for youth and community workers**

Since opening on 13 May 2022, The Broadwater Youth Centre has proved to be extremely popular and successful in providing for the young citizens of the Town.

The current staffing structure was based on delivery methods used at other local council-run youth centres and created by the Town Clerk and RFO. As neither are youth workers the initial structure was always likely to be subject to change. Whilst the current structure does provide sufficient operational cover, the Youth Services Officer has requested flexibility within the existing Youth Services budget to adapt the structure to meet operational needs, that will not only make best use of supporting budgets such as training costs but will also assist with retention and ongoing recruitment. Additional flexibility will also allow the youth service to take greater advantage of external funding streams to provide for non-term time activities.

8. COMMUNICATIONS ARISING FROM THIS MEETING

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

9. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on Thursday, 15 September 2022 at 6.30 pm.

10. 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(S) 11 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

11. STAFFING MATTERS

Members to receive updates on staffing matters from the Town Clerk and RFO.

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
TC Six Meeting	Chair of Staffing & Leader of Council to hold quarterly 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	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Fire Safety Precautions & Emergency Procedures	15 November 2018	July 2022 On this agenda
Employee Code of Conduct	13 September 2018 Reviewed Feb 2020	September 2022
DBS Data Handling Policy	15 November 2018 Reviewed Feb 2020	November 2022
Recruitment of Ex-Offenders Policy	15 November 2018 Reviewed Feb 2020	November 2022
Recruitment of Ex-Offenders Policy Statement	15 November 2018 Reviewed Feb 2020	November 2022
Absence & Sick Pay Policy and Procedure	4 July 2019 Reviewed Jul 2021	July 2023
Appraisal Scheme	28 March 2019 Reviewed Sep 2021	September 2023
Leave Policy	4 July 2019 Reviewed Sep 2021	September 2023

POLICY REVIEWS	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Lone & Flexible Working Policy	15 November 2018 Reviewed Sep 2021	September 2023
Disciplinary Procedure	26 September 2019/ 11 November 2021	November 2023
Grievance Policy	26 September 2019/ 11 November 2021	November 2023
Code of Conduct – IT Facilities	22 March 2018 February 2022	February 2024
Social Media Policy	22 March 2018 Reviewed Feb 2022	February 2024
Training Statement of Intent	19 July 2018 11 November 2021	November 2024
Dignity at Work Policy	19 December 2019 10 February 2022	February 2025
First Aid Policy	28 April 2022	April 2026

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2022 TO JUNE 2022

	APRIL	MAY	JUNE	CUMULATIVE	2021/22	2020/21	2019/20
	Hours	Hours	Hours	Hours			
Available Working Hours	1,515.1	1,671.7	1,776.2	4,963.0	18,947.2	15,801.4	13,107.4
Annual Leave Taken	40.7	132.5	274.2	447.4	1,753.9	1,305.4	1,415.2
Sick Leave Taken	277.6	158.5	139.5	575.6	1,625.7	239.8	88.1
Other Authorised Absence	1.0	14.8	14.8	30.6	61.2	30.4	9.7
Net working hours	1,195.8	1,365.9	1,347.7	3,909.4	15,506.4	14,225.8	11,594.4
Net working hours as % of available hours	79%	82%	76%	79%	82%	90%	88%
Sick Leave as a % of Available Hours	18.3%	9.5%	7.9%	11.6%	8.6%	1.5%	0.7%
Annual Leave taken as a % of Total Annual Leave	2%	6%	13%	21%	86%	84%	94%
Notes:							
Annual Leave 2022/23 - Full Year				1973.4	1810.35	1508	1444.2
Annual Leave b/f from 2021/22				198.8	234.3	45.7	64.4
Total Annual Leave Available - Full Year				2172.2	2044.7	1553.7	1508.6

All figures are expressed in hours

SC 07.07.22
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GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2022 TO JUNE 2022

	APRIL	MAY	JUNE	CUMULATIVE
	Hours	Hours	Hours	Hours
Opening TOIL Balance	20.5	25.2	47.2	20.5
Accumulated	12.0	30.3	43.0	85.3
Taken	7.3	8.3	2.3	17.9
Closing TOIL Balance	<u>25.2</u>	<u>47.2</u>	<u>87.5</u>	87.5
Festivals	3.0	-	30.3	33.3
Council Meetings	-	-	4.0	4.0
Parish Meetings	-	-	-	-
Other Evening Meetings	-	-	-	-
Civic Events	-	-	8.3	8.3
Other	9.0	30.3	-	39.3
	<u>12.0</u>	<u>30.3</u>	<u>42.6</u>	84.9

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Supporting Our Community

FIRE SAFETY PRECAUTIONS & EMERGENCY PROCEDURES **107-109 HIGH STREET/COUNCIL MEETINGS**

Fire in any building is a potential killer. It is important that all staff are familiar with the fire precautions for the areas that they find themselves in while you are at work. The Town Clerk should ensure that all new employees are made aware of the fire precautions and procedures in the Town Council offices on the first day of their employment.

Staff should be aware of the alternative means of escape. If a member of staff is hosting visitors – at a committee or other meeting, they are to ensure that the fire evacuation information is given out before the meeting commences.

SOUNDING THE ALARM

The alarm will be raised, normally by the continuous ringing of a loud bell. On hearing the alarm, staff are to leave the building immediately. Staff and any visitors are to make their way to the evacuation muster point at the junction of the High Street and Lower South Street and are to await the instructions of the designated Fire Marshal or the Fire Brigade before returning to the Council Offices.

FIRE EVACUATION WARDENS – COUNCIL OFFICES

The RFO is the Town Council office Fire Evacuation Warden (in the absence of the RFO this role will be undertaken by the Support Services Executive). The Fire Evacuation Warden will ensure the Town Council offices are empty and report this to the person in charge at the assembly area. Staff are to obey the instructions of Fire Wardens when the fire alarm sounds. Irrespective of whether the evacuated site is on a monitored alarm system or not, the Fire Warden is to ring 999 and report the incident to the Fire Brigade.

FIRE EVACUATION WARDENS – COUNCIL MEETINGS

Irrespective of the location of a Council Meeting, the meeting clerk is to act as the Fire Evacuation Warden to ensure that the meeting room is vacated and report this to the person in charge of the assembly area/fire officer as appropriate. As WBC do not provide a permanent receptionist during evening GTC meetings, the GTC Fire Evacuation Warden may not immediately be able to find the WBC designated Fire Warden, therefore during evening meetings the Clerk acting as Fire Evacuation Warden is to ring 999 and report the incident to the Fire Brigade.

DISCOVERING A FIRE

If you discover a fire, you should **raise the alarm at once**. There are manual call points (alarm buttons covered by a glass window, also known as “break glasses”) by all final points of exit in the Council Offices and at all locations used for Council Meetings, i.e WBC Council Chamber, Pepperpot, Wilfrid Noyce Centre and the Museum. To raise the alarm, break the glass (carefully), this will activate the fire alarm. Irrespective of whether the evacuated site is on a monitored alarm system or not, the Fire Warden is to ring 999 and report the incident to the Fire Brigade. If safe to do so close all doors and windows and leave the building by the nearest safe route. Once outside, tell the person responsible where the fire you discovered is located.

FIRE EXTINGUISHERS

Fire extinguishers are only to be used for small fires, for example a small fire in a waste bin. If you have not used a fire extinguisher before, the time to learn is **not** when there is a fire.

GOOD HOUSEKEEPING

If you see or become aware of any blocked fire exits, potential sources of a fire or anything else which you think may compromise safety in the event of a fire it is your duty to report it, normally to the Facilities Supervisor. If the situation is not resolved quickly, contact the Town Clerk.

BOMB THREAT CALL – MUNICIPAL BUILDINGS

In the event that you receive a bomb threat call please ask the following questions and keep the caller talking as long as possible

WHERE IS THE BOMB?

WHAT TIME WILL IT GO OFF?

WHAT DOES IT LOOK LIKE?

WHY ARE YOU DOING THIS?

WHO ARE YOU?

At the end of the call immediately ring the emergency number 999 and report the incident. Then notify the town clerk or facilities supervisor

Write down the exact words of the message.

Record anything that was specific about the caller - e.g.

Calm or excited

Accent or odd language use

Old or young sounding

Background noise or music

If on contact with the police service they instruct the evacuation of the building, the evacuation button on the Fire System Control panel should be used to initial an evacuation.

If you come across a suspect package, parcel or bag etc. – please:

Report the package to the Town Clerk or Facilities Supervisor

DO NOT ATTEMPT TO OPEN IT YOURSELF.

If the package cannot be identified the police are to be contacted, staff should follow the advice given by the emergency services.

TERRORIST ACTION BY POST – 109-107 HIGH STREET

THE THREAT IS MINIMAL

Terrorist (or other criminal) action intent on causing harm using the postal system is extremely rare and the Town Council is not considered to be an especially vulnerable target. Although there have been incidents in the UK since September 2001, which have been proven criminal hoaxes. Any incident, however, for the sake of the safety of staff, must be treated seriously.

WHAT TO DO IF YOU RECEIVE A SUSPICIOUS COMMUNICATION THROUGH THE POST

The key advice is:

Your suspicions may be aroused particularly through a combination of the following conditions:

- the means of delivery is unexpected;
- the source of the communication is unknown to you or the source cannot be surmised;
- the addressing of the package is unusual;
- the package is discoloured/stained and/or gives off an unidentifiable smell;
- the package has excessive postage;
- there is excessive binding around the package; etc.

If a package is received that appears suspicious, if practicable place the suspect article in a bag or container that can be sealed and the call **101** for advice, if you remain concerned call 999.

WHAT TO DO IF PEOPLE HAVE BEEN POTENTIALLY CONTAMINATED

If a package is leaking, has been opened and is found to contain a suspicious substance and people have been potentially contaminated by a powder or a liquid, again contact **101** and, if practicable, place the suspect article in a bag or container that can be sealed.

Close doors and windows and evacuate the immediate area in which the article has been handled. For staff within the Council Offices, Godalming you should assemble in the Pepperpot Meeting Room, but please note that it is critically important that all staff who have come into contact with the suspicious article should go to the evacuation area and remain in that area until otherwise advised, following receipt of advice from the emergency services.

Put some form of sign on the outside of the door into the evacuated area to ensure that other staff do not inadvertently enter what may be a contaminated area.

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.