

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

1 November 2019

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 7 NOVEMBER 2019 at 7.00pm, or at the conclusion of the preceding Joint Burial Committee, whichever is later.

Andy Jeffery  
Town Clerk

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

## **A G E N D A**

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 12 September 2019, 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. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

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

5. QUESTIONS BY MEMBERS

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

6. WORK PROGRAMME – ITEM TO NOTE

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

7. STAFF ABSENCES & TOIL – ITEM TO NOTE

In accordance with Standing Order 146 a summary report of staff absences for year to 31 October 2019 is attached for the information of Members

8. JOB DESCRIPTION

**Recommendation – Members to resolve to approve the updated job description for the position of Museum Curator.**

As part of the appraisal process it was identified that the Museum Curator's job description held on file detailed the Curator's role pre-TUPE from WBC. As such an updated job description (attached for the information of Members) has been created in collaboration with the Curator

9. STAFF APPRAISALS – ITEM TO NOTE

Members to note that, with the exception of the Town Clerk, the appraisals for the period 2019/20 are complete. A report highlighting the cascade of staff objectives linked to the Council's programme will be brought to the Committee at the meeting following the conclusion of the Town Clerk's appraisal.

10. MAINTENANCE STAFF – ITEM TO NOTE

Members to receive an update from the Town Clerk on the induction and employment of the Grounds and Buildings Maintenance Operatives.

11. REVIEW OF DOCUMENTATION – ITEM FOR DECISION

**Recommendation – Members to consider the adopted documents detailed below and if appropriate resolve to approve amendments to Full Council.**

**Employees' Code of Conduct**

Members are requested to consider the adopted Employee Code of Conduct (attached for the information of Members) and if appropriate recommend amendments.

**Dignity at Work Policy**

Members are requested to consider the adopted Dignity at Work Policy (attached for the information of Members) and if appropriate recommend amendments.

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 in the Council Chamber on Thursday, 13 February 2020 at 7.15pm, or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

14. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
TC Quarterly meeting	Chair of Staffing & Leader of Council to hold quarterly meeting with TC		1
Staff Meeting	Chair of Staffing & Leader of the Council to attend staff meeting		2
Set Date for Staff Appraisals	Chair of Staffing & P&M to conduct TC annual appraisal – <b>Item on this Agenda</b>		3
Review of staffing & employment policies to establish statutory requirement and best practice	TC to seek guidance from SLCC and SSALC		4
Modern Slavery Policy	Check WBC policy		5
Annual Report of HR Services	Town Clerk to report on annual usage and cost of external HR Support	Due February 2020	6

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
Employee Code of Conduct	13 September 2018	7 November 2019
Dignity at Work Policy	13 September 2018	7 November 2019
Fire Safety Precautions and Emergency Procedures	15 November 2018	30 January 2020
First Aid Policy	15 November 2018	30 January 2020

Lone Working Policy	15 November 2018	30 January 2020
Code of Conduct – IT Facilities	22 March 2018	30 January 2020
Social Media Policy	22 March 2018	30 January 2020
DBS Data Handling Policy	15 November 2018	September 2020
Recruitment of Ex-Offenders Policy	15 November 2018	November 2020
Recruitment of Ex-Offenders Policy Statement	15 November 2018	November 2020
Appraisal Scheme	28 March 2019	March 2021
Absence & Sick Pay Policy and Procedure	4 July 2019	July 2021
Leave Policy	4 July 2019	July 2021

**GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2019 TO OCTOBER 2019**

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	CUMULATIVE	2018/19	2017/18	2016/17
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
Available Working Hours	888.0	851.0	790.8	873.2	930.0	837.6	1,441.6	<b>6,612.2</b>	10,865.6	9,005.6	10,116.6
Annual Leave Taken	22.2	49.0	173.9	205.7	195.9	113.2	70.7	<b>830.6</b>	1,338.8	873.6	1,056.6
Sick Leave Taken	-	-	-	-	-	7.4	62.2	<b>69.6</b>	67.5	106.6	33.3
Other Authorised Absence	4.7	-	-	-	-	2.0	1.0	<b>7.7</b>	4.0	2.0	17.2
Net working hours	861.1	802.0	616.9	667.5	734.1	715.0	1,307.7	<b>5,704.3</b>	9,455.3	8,023.4	9,009.5
Net working hours as % of available hours	97%	94%	78%	76%	79%	85%	91%	<b>86%</b>	87%	89%	89%
Sick Leave as a % of Available Hours	0.0%	0.0%	0.0%	0.0%	0.0%	0.9%	4.3%	<b>1.1%</b>	0.6%	1.2%	0.3%
Annual Leave taken as a % of Total Annual Leave	1%	3%	12%	14%	13%	8%	5%	<b>55%</b>	93%	83%	84%

Notes:

Annual Leave 2019/20 - Full Year								<b>1444.2</b>	1266.6	930.2	1051.6
Annual Leave b/f from 2018/19								<b>64.4</b>	168.6	118.6	199.8
Total Annual Leave Available - Full Year								<b>1508.6</b>	1435.2	1048.8	1251.4

All figures are expressed in hours

SC 7.11.19  
Agenda Item 5

**GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2019 TO OCTOBER 2019**

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	CUMULATIVE
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Opening TOIL Balance	31.0	39.2	75.0	59.0	50.0	45.3	64.8	
Accumulated	22.2	62.2	-	11.0	9.0	28.5	16.2	<b>148.9</b>
Taken	14.0	26.3	16.0	20.0	12.3	10.0	23.3	<b>121.9</b>
Closing TOIL Balance	<u>39.2</u>	<u>75.0</u>	<u>59.0</u>	<u>50.0</u>	<u>45.3</u>	<u>64.8</u>	<u>53.2</u>	
Festivals	-	-	-	-	9.0	-	-	<b>9.0</b>
Council Meetings	6.3	9.0	-	10.0	-	18.3	6.0	<b>49.6</b>
Parish Meetings	8.3	6.5	-	-	-	-	-	<b>14.8</b>
Other Evening Meetings	-	12.5	-	-	-	3.0	-	<b>15.5</b>
Civic Events	5.2	3.0	-	-	-	-	-	<b>8.2</b>
Other	2.0	30.5	-	1.0	-	7.2	10.2	<b>50.8</b>
	<u>22.2</u>	<u>62.2</u>	<u>-</u>	<u>11.0</u>	<u>9.0</u>	<u>28.5</u>	<u>16.2</u>	<b>148.9</b>

Notes:

April - Annual Town Meeting

May - Local Elections, Induction Evening, Mayor Making

July - Council Meetings, Customer Support

August - Staycation Live

September - Council Meetings, Staycation Reception, Youth Working Group, Customer Support

October - Council Meetings, Customer Support

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## **JOB DESCRIPTION**

**Job Title:** Curator, Godalming Museum

**Location:** Godalming Museum, 109a High Street, Godalming, Surrey, GU7 1AQ

**Reports To:** Town Clerk

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### **1. Principal Responsibilities**

To manage the operation of the Godalming Museum in accordance with the policies and practices of Godalming Town Council. To advise the Godalming Museum Trust and seek to ensure an effective working relationship between the Trust and the Council. To ensure the effective care and development of the Museum and its collections.

Full responsibility for professional matters relating to the care, conservation and utilisation of the collection, services to the public. 'Public face' of the Museum.

### **2. Principal Accountabilities**

- Ensure on behalf of the Council and in consultation with the Godalming Museum Trust the safe and efficient day-to-day operation of the Godalming Museum. Ensure the implementation of the Council's standards of customer service, Health & Safety management and good practice in museum operation.
- Act as professional advisor to the Godalming Museum Trust on matters relating to the operation of the museum and the care and development of the collection. Attend such meetings of the Trust as may be necessary to ensure effective communication and implementation of agreed policy.
- Report to Town Clerk any divergence between the views of the Godalming Museum Trust and the Curator on matters affecting the operation of the Museum.
- Prepare and implement a development plan for the museum which shall be agreed between the Council and the Godalming Museum Trust.

- Devise a programme of activities and responsibilities to make the best use of volunteers offering assistance to the Museum. Advise the Godalming Museum Trust of the effectiveness of those volunteers and on any action required to increase that effectiveness.
- Ensure that the Museum maintains and implements policies on the acquisition, disposal and care of items within the collection in accordance with accepted good practice and suitable to maintain registration of the Museum.
- Devise and implement an education service using the resources of the Museum so as to increase the accessibility and relevance of the Museum to the community.
- Provide professional assistance to those seeking to make use of the resources of the Museum for the purposes of research and study and to increase the reputation of the Museum in those areas identified within the development plan.
- Provide curatorial assistance to the Old Kiln Museum Trust to encourage and support the operation of the Rural Life Centre and the professional development of the Trust.
- Carry out those administrative duties as may be necessary to ensure the effective operation of the Museum.
- Attend such meetings of the Council, the Godalming Museum Trust and other organisations as may be necessary to ensure the effective operation of the Museum and the development of its services and reputation.

### **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 TC policies and procedures for health and safety.

In addition to the above 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 TC activities; and
- be familiar with and comply with TC policies and procedures for health and safety.



#### **4. 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 the TC.
- To attend training courses, development sessions and conferences on the work and role of the Curator as required by the TC.

#### **5. Additional Information**

- Some evening and weekend working will be required to attend meetings, civic events and activities.

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.

## **EMPLOYEE CODE OF CONDUCT**

### **A Guide for the Town Council's Staff**

#### **1. OUTLINE OF THE CODE**

##### **1.1. Status of the Code**

As a local government officer your conduct must be beyond reproach and you must do nothing that might give rise to the suspicion, however ill-founded, that you are in any way influenced by improper motives.

This code sets out the standards that are expected of employees and provides a framework that will help to promote good practice. All employees of the Council are required to observe and uphold the standards of the code and all policies and procedures of the Council.

##### **1.2 Who Does the Code Apply to?**

This code covers all employees of Godalming Town Council.

The standards set out here must also be followed by agency staff, temporary workers and internal contractors who carry out work on behalf of the Council.

##### **1.3 Responsibility**

All employees of the Council are expected to give the highest possible standard of service to the public, and where it is part of their duties, to provide appropriate advice to councillors and fellow employees with impartiality.

All employees are encouraged, without fear of recrimination, to bring to the attention of the appropriate level of management or Members any impropriety or breach of procedure that comes to their attention.

##### **1.4 Abuses of the Code**

Employees who attempt to abuse this policy may face disciplinary action. The Council takes false or misleading accusations very seriously which may result in further action taken through the disciplinary procedure. This does not include ill-founded allegations that were made in good faith.

##### **1.5 Publicising/Distribution of the Code**

A copy of this code is issued to every employee, worker and contractor who carry out work on behalf of the Council. A copy can also be viewed on the Council's website.

New employees will be informed of the existence of this code in their recruitment and induction information.

## **1.6 Reviewing the Code**

The Council will keep the operation of this policy under review and will make such changes to the policy as deemed appropriate in the light of the experience of its application. Any such changes shall be made in consultation with staff.

## **1.7 Alternative Formats**

Should you require a copy of this policy in any alternative format then a request should be submitted to the Town Clerk.

## **1.8 Further Information**

If you require any further advice relating to this document, you should contact your line manager in the first instance. Policies and procedures referred to in this document can be found on the Town Council's website - [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)

# **2. PROCEDURE**

## **2.1 Equality and Diversity**

All members of the local community, customers and other Council employees have a right to be treated with fairness and equity and the Council is committed to treating the people it serves or employs fairly, consistently and with respect.

All employees must ensure that they are familiar with and comply with policies relating to equality issues as agreed by the Council, e.g. the Council's Equality & Diversity Policy & Statement, in addition to the requirements of the law. This applies both in the delivery of Council services and in relation to its employment practices.

The Dignity at Work Policy defines standards of unacceptable behaviour for staff in relation to their work, identifying the responsibilities of both managers and individual employees.

## **2.2 Standards and Attitude**

Employees must give the highest possible standard of service to the public and, where it is part of their duties, provide appropriate advice to elected Members and fellow employees with impartiality.

Employees must always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial delivery of services to all groups and people within that community according to the Council's policies.

In all cases, it is not enough to avoid actual impropriety, as public perceptions are very important. Employees should at all times avoid any appearance of improper conduct, which may give rise to suspicion.

## **2.3 Dress Code**

All employees are required to be neat, clean and tidy whilst at work, whether working on the Council's premises or elsewhere. Dress should be appropriate to the work undertaken. For example, smart casual clothing is generally acceptable to wear on a day-to-day basis although formal office wear is sometime required for more formal work situations including at council meetings.

## **2.4 Confidentiality and Data Protection**

All information and data must be handled sensitively and processed in accordance with the Council's Data Protection Policy. All employees owe a general duty of confidentiality to the Council, have a contractual obligation in relation to confidential information and are required to protect official information held in confidence.

Employees shall not divulge to any person (other than another member of staff or member of the Town Council that requires information for the performance of their duties), any information which the member of staff has obtained by reason of their employment to the Council, except where that information is anyway in the public domain by virtue of legislation or under the Council's Publication Scheme. In particular, no member of staff shall divulge personal information regarding any employee, person or contractor, having dealings with the Council and information relating to tenders or other such issues.

Under the General Data Protection Regulations, individuals have the right to see their own personal data held subject to the rights of confidentiality of any third parties involved in that information. Please see the Information & Data Protection Policy for further information.

## **2.5 Political Neutrality**

Employees serve the Council as a whole. Employees must serve all elected Members. In addition, they must ensure that the individual rights of all elected Members are respected.

Subject to the Council's conventions, employees may also be required to advise political groups. They must do so in ways which do not compromise their political neutrality.

Employees must follow the lawfully expressed policies of the Council and must not allow their own personal or political opinions to interfere improperly with their work.

## **2.6 Relationships**

### **2.6.1 Colleagues**

Good working relationships between colleagues are essential. Officers should always treat their colleagues with dignity and respect. Attention is particularly drawn to the Council's Dignity at Work Policy, a copy of which should be issued alongside this Code of Conduct.

### **2.6.2 Councillors**

Mutual respect between employees and councillors is essential for good local government. Whilst there will be a need to work closely with councillors, a professional and courteous relationship should be maintained at all times.

### **2.6.3 The Local Community and Service Users**

Employees should always remember their responsibilities to the whole of the community they serve and ensure courteous, effective and impartial service delivery to all groups and individuals within that community in accordance with the policies of the Council.

### **2.6.4 Contractors**

All relationships of a business or personal nature with external contractors or suppliers, or potential contractors or suppliers, must be declared to the Town Clerk at the earliest opportunity. Orders and contracts must be awarded in accordance with Council standing orders on merit and without discrimination. No special favour should be shown to businesses run by, for example, friends, partners or relatives.

### **2.6.5 The Press and the Media**

All enquiries for information or comment on issues affecting the work of the Council must be referred to the Town Clerk.

Employees must not deal directly with the press or the media unless required to do so in the course of their work or they have been expressly authorised by the Town Clerk.

### **2.7 Tendering Procedures**

Employees involved in a tendering process or who have any other official relationship with external contractors, must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.

If you are responsible for engaging or supervising contractors and have previously had, or currently have, a relationship in a private or domestic capacity with contractors, you must declare that relationship to the Town Clerk.

If you become privy to confidential information on tenders or costs relating either to internal or external contractors, you must not disclose that information to any unauthorised person.

All employees must ensure that no special favour is shown to current, or recent former, employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in any capacity.

At all times, employees dealing with Tenders and Contracts must ensure that they comply with the Council's Standing Orders and Financial Regulations with respect to Contracts.

### **2.8 Use of Financial Resources**

Employees must ensure that public funds entrusted to them are used in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the Council.

All employees involved in financial activities and transactions on behalf of the Council, including budgetary control, payments of accounts, payments of salaries and wages, petty cash and orders for works, goods or services must do so in accordance with financial regulations.

Where employees have concerns over the lawfulness of certain action they should express such concerns to the Town Clerk.

### **2.9 Protection of the Council's Property**

Employees must take all reasonable precautions to ensure that the Council's regalia, equipment and other property that is placed in their charge is kept safe and is protected from damage.

In the general interests of security in the Council's premises, employees should take care not to do anything that reduces the level of security. In particular, employees must ensure that doors and windows are shut and locked when leaving any premises and that any security alarms (if present) are set or that arrangements are in place for them to be set later. If an employee notices a potential lapse in security, they should bring it to the attention of the Facilities Supervisor or the Town Clerk.

All resources of the Council including equipment, stationery etc. are to be used for the Council's business and are not for personal use.

## **2.10 Information Technology**

Use of IT equipment and facilities must be in accordance with the Council's Code of Conduct - IT Facilities.

## **2.11 Anti-Bribery – Hospitality, Gifts and Sponsorship**

It is illegal to offer, promise, give, request, agree, receive or accept bribes (Bribery Act 2010). This includes accepting any gift or consideration as an inducement or reward for doing, or refraining from doing, anything in an official capacity or showing favour or disfavour to any person in an official capacity.

### **2.11.1 Gifts**

In general, the Council does not believe that it is appropriate for employees to accept gifts from service users, suppliers or any other person or organisation with which the Council has (or might have) business connections. This is because it is important to ensure that no employee acts in any way that is inconsistent with the Council's objectives or with the integrity of the Council by accepting a gift in circumstances where it could influence, or be seen to influence, that employee's actions or decisions. Acceptance of gifts by employees may be viewed by the public with suspicion and may make the Council extremely vulnerable to criticism.

For your own protection, if anyone makes an approach to you which seems to you, or might seem to a third party, to be aimed at obtaining some form of preferential treatment, or in any suspicious circumstances in connection with a contract, you must report the matter to the Town Clerk, disclosing the fact of the gift, its nature and the identity of the sender.

Employees should not accept personal gifts from contractors and outside suppliers. The only exceptions to this rule are;

- a) small gifts of only token value often given by way of trade advertisements to a wide range of people, e.g. calendars, diaries, tape measures and similar articles of use in the workplace; or
- b) small gifts of only token value given on the conclusion of a courtesy visit, e.g. to a factory, trade fair or other premises.

Gifts which fall outside the definition above should be politely refused and the Council's policy on the acceptance of gifts should be explained.

If a gift is delivered to the office without prior warning, unless it falls within the scope of acceptable gifts the gift should be returned, or if the return of the gift would cause offence the item should be donated to the Mayor's Charity.

### **2.11.2 Hospitality**

Employees should only accept offers of hospitality if there is a genuine need to impart information or represent the Council in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the Council should be seen to be represented. They should be authorised by the Town Clerk, in advance whenever possible.

When receiving authorised hospitality employees should be particularly sensitive as to its timing in relation to decisions which the Council may be taking affecting those providing the hospitality.

When hospitality must be declined, those making the offer should be courteously but firmly informed of the procedures and standards operating within Godalming Town Council.

### **2.11.3 Register of Hospitality and Gifts**

All hospitality offered, whether it is accepted or not, and all gifts offered or received, whether they are accepted or returned, must be entered in the Register of Hospitality and Gifts and a note made of the action taken.

If you have any doubt about a gift or offer of hospitality, please seek advice from the Town Clerk.

### **2.11.4 Sponsorship – Giving and Receiving**

Where an outside organisation wishes to sponsor or is seeking to sponsor a Council activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Care must be taken when dealing with contractors or potential contractors.

Where the Council wishes to sponsor an event or service, neither an employee nor any partner/civil partner, spouse nor relative must benefit from such sponsorship in a direct way without there being full disclosure to the Town Clerk of any such interest. Similarly, where the Council through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

## **3.0 APPOINTMENTS AND OTHER EMPLOYMENT MATTERS**

### **3.1 Appointments**

If an employee wishes to recommend an individual for employment, they must notify the Town Clerk. Any potential candidate for employment by the Council recommended by an existing employee will be assessed equally alongside all other candidates. Employees shall not canvass any Member or other employee of the Council in respect of candidates seeking employment with the Council.

Employees shall disclose to the Town Clerk any close relationship (partner or family member) between themselves and any person who they know is a candidate for employment with the Council. (The Town Clerk shall make any such disclosure to the Chair of the Staffing Committee.)

To avoid accusations of bias, employees must not be involved with appointments where they are related to any applicant or otherwise have a close personal relationship with them.

Employees who are involved in appointments must ensure that these are made on merit and on a non-discriminatory basis.

### **3.2 Outside Commitments**

Any employee who wishes to take another job must, before commencing the second job, request and be granted written permission from the Town Clerk. The Council does not prohibit employees from taking secondary employment and will not unreasonably withhold permission for an employee to work in a second job, provided that the second job does not interfere, and is not likely to interfere, with the performance of the employee's job with the Council.

You should not partake in any outside interests, voluntary activity or work that are in conflict with the work of the Council. If you are in any doubt whatsoever that any outside activities or employment might be detrimental to the Council's interests, you must discuss the matter with the Town Clerk.

### **3.3 Personal Interests**

You must declare, in writing, to the Town Clerk any financial or non-financial interests which could bring about conflict with the Council's interests. If you are in any doubt about a potential conflict of

interest, you should bring the matter to the attention of your line manager so that a decision can be made as to how best to proceed. You must not make or become involved with any official or professional decisions about matters in which you have a personal interest.

You must declare to the Town Clerk membership of any organisation not open to the public, requiring any commitment of allegiance, or which has secrecy about rules or membership or conduct, for example, the Freemasons. The Town Clerk must make any declarations required by this paragraph, in writing, to the Chair of the Staffing Committee.

### **3.4 Use of Non-financial Council Resources for Personal Purposes**

You should not use or abuse the Council's equipment and other resources for your own personal purposes, either at home or at the office, regardless of whether such use is for your personal gain.

However, in certain circumstances and with the prior agreement of the Town Clerk, it may be possible for you to make reasonable use of the Council's resources. In such a case, the Council will make an appropriate charge for the use of its resources, for example, photocopying.

### **3.5 Chair of the Staffing Committee**

Irrespective of line management or communication lines indicated within Council Policies for highlighting concerns or reporting actions or events which an individual staff member may believe are contrary to the interests of the Council or other individual members of staff, any staff member may directly approach the Chair of the Staffing Committee with their concerns if they feel it appropriate to do so.





## **DIGNITY AT WORK POLICY**

### **STATEMENT OF COMMITMENT**

Godalming Town Council fully supports the right of all people to be treated with respect and dignity in the workplace. The Council recognises that bullying is not only unacceptable on moral grounds and harassment on legal grounds, but that either can have a negative effect on both individuals and the organisation. Prolonged harassment or bullying can cause both serious psychological and physical health problems, such as stress and depression. Godalming Town Council is, therefore, committed to having a workplace which is free from harassment and bullying and to ensure that all employees, contractors and others who come into contact with the Council are treated with dignity and respect.

This policy and procedure is intended to assist Godalming Town Council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

### **THE POSITION ON BULLYING AND HARASSMENT**

All employees are required to help create a working environment in which bullying and harassment are unacceptable. Employees should, in particular, ensure that they do not collude with bullying or harassing behaviour and that they fully cooperate with any complaints' procedure. Managers are responsible for raising awareness of the issue, responding constructively to any complaints, and challenging and stopping bullying and harassment at work.

Godalming Town Council will not tolerate bullying or harassment in the workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or a repeated course of conduct, and whether done purposefully or not. The Council will not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Employees should also be aware that if a court or tribunal finds that an act of bullying or harassment has occurred, in some circumstances that treatment may amount to a crime punishable by a fine or imprisonment.

The Council will take appropriate action if any employees or contractors are bullied or harassed by our stakeholders or suppliers.

If, after an investigation, it is decided that an employee has harassed or bullied another employee or contractor, then the employee may be subject to disciplinary action, up to and including dismissal. Retaliation or victimisation will also constitute a disciplinary offence, which may, in appropriate circumstances, lead to dismissal.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and as far as possible, confidentially. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

## WHAT TYPE OF TREATMENT AMOUNTS TO BULLYING OR HARASSMENT?

Bullying and harassment may occur 'face-to-face', in meetings, through written communications including email, by telephone and through automatic supervision methods.

**Bullying** is generally behaviour that is identified as a misuse of power. Bullying is primarily intimidating in nature, but may also be insulting, offensive or malicious. It is frequently recognised through the abuse or misuse of power through means intended to undermine, humiliate, denigrate or create a detriment for the employee. Bullying may occur as an isolated incident, but is commonly persistent.

**Harassment** is unwanted conduct related to relevant protected characteristics, which are marriage and civil partnership, pregnancy and maternity, sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age, that:

- has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- is reasonably considered by that person to have the effect of violating their dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for them, even if this effect was not intended by the person responsible for the conduct.

Examples of **bullying and harassment** include (but are not limited to):

- spreading malicious rumours, or verbal abuse or offensive comments, jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation;
- deliberate exclusion from conversations or work activities;
- unfair treatment;
- rifling through, hiding or damaging personal property;
- unwelcome sexual advances — lewd or suggestive comments, touching, standing too close, display of offensive materials;
- subjecting a person to humiliation or ridicule, belittling their efforts, often in front of others;
- preventing individuals progressing by intentionally blocking promotion or training opportunities;
- physical abuse such as hitting, pushing or jostling;
- abusing a position of power

(this list is not exhaustive)

It is important to note that bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

## PREVENTION OF BULLYING AND HARASSMENT

**What should an employee do if they feel that they are being Bullied or Harassed by a Stakeholder or Supplier (as opposed to a colleague)?**

If an employee is being bullied or harassed by someone with whom they have come into contact with at work, they must raise this with the Town Clerk (or the Chair or Vice Chair of the Staffing

Committee in the case of the Town Clerk) in the first instance. A decision will then be made as to how best to deal with the situation, in consultation with the employee who has raised the concern.

### **What should an employee do if they are being Bullied or Harassed by a Colleague?**

If an employee is being bullied or harassed by another employee or contractor, there are two possible avenues for the individual to consider, informal or formal.

#### **Informal Approach**

If an employee is being bullied or harassed by another employee or contractor, the employee may be able to resolve the situation independently by informing the perpetrator(s) that their behaviour is unacceptable, contrary to the Council's policy and must stop immediately. Alternatively, it may be that the individual may obtain support from a colleague.

In either case, the employee can approach the Town Clerk for advice and support. If the employee being bullied or harassed is the Town Clerk, he/she can approach the Chair or Vice Chair of the Staffing Committee for advice and support. If the above approach is unsuccessful or if the employee does not want to try to resolve the situation in this way, or if the employee is being bullied by the Town Clerk, the employee should raise the issue with the Chair or Vice Chair of the Staffing Committee. The request for help will be treated confidentially.

The Chair of the Staffing Committee or the Town Clerk will discuss with the employee the option of trying to resolve the situation informally by:

- informing the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a fellow employee;
- that such behaviour is contrary to the Council's policy;
- that the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible for the Town Clerk, Chair or Vice Chair of the Staffing Committee to have this conversation with the alleged perpetrator. The Town Clerk, Chair or Vice Chair of the Staffing Committee will only share information that has been agreed with the employee. Complete anonymity cannot always be guaranteed in all circumstances as the employee may be identifiable from the matter being discussed. The Town Clerk, Chair or Vice Chair of the Staffing Committee will also ensure that the perpetrator is aware that the conversation is confidential.

In certain circumstances the Council may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The Town Clerk, Chair or Vice Chair of the Staffing Committee will discuss this with the employee if it is appropriate.

If the complaint is resolved informally, the alleged perpetrator(s) will not be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of sexual or racial harassment, or in cases where a problem has happened before) the Council may decide to investigate further and take more formal action notwithstanding that the matter had been raised informally. The Council will consult with the employee before taking this step.

#### **Raising a Formal Complaint**

If informal resolution is unsuccessful or inappropriate, the employee can make a formal complaint through the Grievance Procedure.

The alleged perpetrator(s) would normally need to be informed of the name of the employee making the complaint and the details of the grievance in order for the issue to be investigated properly. However, the Council will carry out the investigation as confidentially and sensitively as possible.

When carrying out any reviews or monitoring, an individual's personal data must be handled in accordance with the Data Protection Policy.

### **The Use of the Disciplinary Procedure**

If, at any stage, from the point at which a complaint is raised and it is believed that there is '*a case to answer*' and a disciplinary offence might have been committed, the Council will instigate the formal disciplinary procedure. The employee will be kept informed of the outcome.

### **False Allegations of Bullying or Harassment**

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. If it is found that an employee has made a false allegation of bullying or harassment for malicious reasons, this will be investigated and dealt with fairly and objectively under Godalming Town Council's Disciplinary Procedure. This will not include ill-founded allegations that were made in good faith.

This is a non-contractual policy.

#### Linked policies and procedures:

- Dignity at Work
- Equality & Diversity Policy
- Grievance Procedure
- Disciplinary Procedure

## 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.