

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
Godalming  
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3 November 2017

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 9 NOVEMBER 2017 at 7.00pm.

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 21 September 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. WORK PROGRAMME

Members to review the work programme attached for Members' information.

### 5. SOCIAL MEDIA & IT CODE OF CONDUCT POLICIES

Members to consider the outcomes of the staff consultation in relation to the Social Media & IT Policies. Policy documents to be tabled at the meeting for the information of Members.

### 6. STAFF ABSENCES

In accordance with Standing Order 146 a summary report of staff absences for 31 October 2017 is attached for the information of Members. Members to note that the Godalming Museum staff have been added to this report as of 1 October 2017.

7. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters, discussed at this meeting, are to be publicised.

8. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 25 January 2018 in the Council Chamber, at 7.30pm or at the conclusion of the preceding Audit Committee, whichever is later.

9. 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.

10. RESTRUCTURING

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

4. STAFFING SUB-COMMITTEE – WORK PROGRAMME – 9 NOVEMBER 2017

| <b>TASK</b>  | <b>PROGRESS</b>   | <b>LAST REVIEW DATE</b> | <b>PRIORITY FOR REVIEW</b> | <b>ACTUAL COMPLETION DATE</b> |
|--|---|-------------------------|----------------------------|-------------------------------|
| Absence Policy, Including Toil and Compassionate leave | To be externally reviewed   | 9 Feb 2015              | 2                          |                               |
| Appraisal Scheme                                       | Reviewed by external HR complete, adopted by Full Council on 20 July 2017 | 20 July 2017            |                            | 20 July 2017                  |
| Bullying & Harassment Policy                           | To be externally reviewed   | 31 Mar 2016             | 7                          |                               |
| Code of Conduct – IT Facilities & Social Media Policy  | Currently undergoing consultation   | 13 Sept 2001            | 1                          |                               |
| Disciplinary Procedures                                | To be externally reviewed   | 6 June 2013             | 4                          |                               |
| Grievance Procedures                                   | To be externally reviewed   | 21 Mar 2013             |                            |                               |
| Employee Code of Conduct                               | To be externally reviewed   | 6 Jun 2013              | 5                          |                               |
| Equality & Diversity Statement                         | To be externally reviewed   | 27 Mar 2014             | 6                          |                               |
| Health & Safety Policy                                 | To be externally reviewed   | 31 Mar 2016             | 8                          |                               |
| Training Statement of Intent                           | To be externally reviewed   | 30 Apr 2009             | 3                          |                               |

**GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2017 TO OCTOBER 2017**

|   | APRIL | MAY   | JUNE  | JULY  | AUGUST | SEPTEMBER | OCTOBER | CUMULATIVE     | 2016/17  | 2015/16  | 2014/15 | 2013/14 |
|---|-------|-------|-------|-------|--------|-----------|---------|----------------|----------|----------|---------|---------|
|   | Hours | Hours | Hours | Hours | Hours  | Hours     | Hours   | Hours          |          |          |         |         |
| Available Working Hours                         | 587.4 | 641.6 | 671.2 | 646.6 | 671.2  | 646.6     | 888.0   | <b>4,752.6</b> | 10,116.6 | 10,944.6 | 9,281.1 | 8,610.8 |
| Annual Leave Taken                              | 30.4  | 49.4  | 77.7  | 96.2  | 96.2   | 88.8      | 77.7    | <b>516.4</b>   | 1,056.6  | 1,132.2  | 994.6   | 927.3   |
| Sick Leave Taken                                | -     | -     | -     | -     | -      | -         | -       | <b>-</b>       | 33.3     | 547.7    | 404.2   | 47.3    |
| Other Authorised Absence                        | 1.0   | -     | -     | -     | -      | -         | -       | <b>1.0</b>     | 17.2     | 32.8     | 32.0    | 12.5    |
| Net working hours                               | 556.0 | 592.2 | 593.5 | 550.4 | 575.0  | 557.8     | 810.3   | <b>4,235.2</b> | 9,009.5  | 9,231.9  | 7,850.3 | 7,623.7 |
| Net working hours as % of available hours       | 95%   | 92%   | 88%   | 85%   | 86%    | 86%       | 91%     | <b>89%</b>     | 89%      | 84%      | 85%     | 89%     |
| Sick Leave as a % of Available Hours            | 0.0%  | 0.0%  | 0.0%  | 0.0%  | 0.0%   | 0.0%      | 0.0%    | <b>0.0%</b>    | 0.3%     | 5.0%     | 4.4%    | 0.5%    |
| Annual Leave taken as a % of Total Annual Leave | 3%    | 5%    | 7%    | 9%    | 9%     | 8%        | 7%      | <b>49%</b>     | 84%      | 82%      | 84%     | 83%     |

Notes:

|  |  |  |  |  |  |  |  |               |        |        |        |        |
|--|--|--|--|--|--|--|--|---------------|--------|--------|--------|--------|
| Annual Leave 2017/18 - Full Year         |  |  |  |  |  |  |  | <b>930.2</b>  | 1051.6 | 1154.4 | 992.6  | 936.5  |
| Annual Leave b/f from 2016/17            |  |  |  |  |  |  |  | <b>118.6</b>  | 199.8  | 181.3  | 186.4  | 177.2  |
| Total Annual Leave Available - Full Year |  |  |  |  |  |  |  | <b>1048.8</b> | 1251.4 | 1335.7 | 1179.0 | 1113.7 |

All figures are expressed in hours

## 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.