

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 10 JULY 2025**

0 Councillor S Downey – Vice Chair
* Councillor Duce
* Councillor Heagin – Chair
0 Councillor Holliday
* Councillor Weightman
* Councillor Follows (*ex officio*)

* Present # Absent & No Apology Received 0 Apology for Absence L Late

115. MINUTES

The Minutes of the Meeting held on 22 May 2025 were signed by the Chair as a correct record.

116. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Cllr C Downey substituted for Cllr S Downey.

117. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

118. WORK PROGRAMME

Members considered the Committee's work programme and agreed that Cllr Duce is to replace Cllr Kiehl as the reviewer of the Modern-Day Slavery Policy.

Additionally, in line with the decision at Min No 120-25 of this committee, Members noted that the First Aid Policy, would be removed from the work programme. Likewise, Members noted that the decision of P&M at Min No 81-25 negated the need for a separate Fire Safety Precautions & Emergency Procedures Policy.

No new items were added to the work programme. The amended work programme is attached to the record minutes.

119. YOUTH SUPPORT GROUP

Members received an update from the Committee Chair of the meeting of the Youth Support Group held on Monday, 16 June. The Chair recommend that the Youth Service Support Group be re-assigned from a working group of the Staffing Committee to one of the Policy & Management Committee. The Chair outlined that, as the staffing structure of the Youth Service is now settled, the support now required is predominantly that of a non-staffing nature, and is more aligned to provision of other resources.

Members agreed the recommendation and resolved to put the following to Policy & Management for their consideration and endorsement to Full Council:

- The Youth Support Group is to, on behalf of the Policy & Management Committee, review the policies and support structures of the Council's Youth Service, and where appropriate, make recommendations to the Policy & Management Committee.

- To support the Youth Service management and provide quarterly reports to P&M.
- To support the Youth Service management to produce an annual newsletter for external consumption.

120. REVIEW OF FIRST AID POLICY AND ALIGNMENT WITH LEGAL REQUIREMENTS VIA CITATION

In view of Health and Safety (First Aid) Regulations 1981, Regulation 3, which require employers to make "adequate and appropriate" provision for first aid and the HSE's guidance (L74, which outlines that a First Aid Needs Assessment is the key mechanism by which this adequacy is determined. Members considered GTC's Citation system, which:

- provides site-specific Workplace First Aid Needs Assessments (WFANA) based on work activity, staffing levels, building layout, and access to emergency services;
- identifies named first aiders, required training levels, and necessary equipment at each location;
- ensures the Council remains compliant with up-to-date legislation and HSE guidance; and
- is maintained and updated by the Operations & Compliance Officer as part of GTC's formal arrangement with Citation.

In light of the above, Members resolved to agree:

1. the Workplace First Aid Needs Assessment process, implemented via Citation, provides a live, site-specific, and legally compliant record of first aid provision for all GTC-managed premises;
2. the maintenance of a separate standalone First Aid Policy is now unnecessary and carries a risk of inconsistency with statutory documentation;
3. to withdraw the legacy GTC First Aid Policy with immediate effect and rely solely on the WFANAs and Citation-led procedures to meet the GTC's legal obligations; and
4. that WFANAs for all GTC sites be reviewed annually by the Operations & Compliance Officer and after any significant change in operations, staffing, or building use.

121. REVIEW OF POLICY DOCUMENTS

Members resolved to agree that due to the recent adoption by Full Council of revised Health & Safety Policy Statement and Health & Safety Policy Arrangements, the Lone Working Policy should first be appraised by the Operations & Compliance Officer and considered by the SHE Committee prior to review by this committee.

122. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters, discussed at the meeting, that are to be publicised.

123. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 4 September 2025 at 7.00pm or at the conclusion of the preceding Full Council meeting, whichever is later.

124. ANNOUNCEMENTS

There were no announcements.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE RESOLVED 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.

125. STAFFING MATTERS

- Members received a report relating to temporary changes to staffing arrangements at Godalming Museum and approved the arrangements as reasonable and appropriate.
- Members received a confidential update from the Committee Chair on matters relating to staff absence. Members resolved to agree that the CEO, in consultation with the Chair of the Staffing Committee and appropriate HR advice, should take the appropriate HR actions.