

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 12 FEBRUARY 2026**

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

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

541. MINUTES

The Minutes of the Meeting held on 4 December 2025 were signed by the Chair as a correct record.

542. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

543. 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.

544. WORK PROGRAMME

Members considered the Committee's work programme and agreed the following updates to existing items on the Work Programme:

- a. Staff meetings will be carried out with a target date of June/July 2026.
- b. A further review of Staffing policies will take place in July 2026.

Members agreed to add a Worknest review of the current staff contract to address any ambiguity between the Staffing policies and the contract. The amended Work Programme is attached to the record minutes.

545. REVIEW OF POLICY DOCUMENTS

Members reviewed the following policies to ensure compliance with provisions in the Employment Rights Act 2025 due to be implemented in April 2026. These provisions relate to day-one rights for paternity leave and unpaid parental leave, whistleblowing protections and changes to Statutory Sick Pay and the Lower Earnings Limit.

Members resolved to recommend their adoption by Full Council. The policies, including proposed amendments are attached to the record minutes.

- a. Absence and Sick Pay Policy
- b. Employee Code of Conduct
- c. Dignity at Work Policy
- d. Disciplinary Policy
- e. Grievance Policy
- f. Leave Policy
- g. Social Media Policy

h. Whistleblowing Policy

The remaining policies will be reviewed at a later date to ensure policies are compliant by the next phased date of implementation, October 2026.

546. STAFF TRAINING NEEDS ASSESSMENT

Members considered the report from the Deputy Chief Officer and approved the Training Needs Assessment Form. The Deputy Chief Officer was given authority to proceed with consulting staff on training requirements, using the approved form. The outcomes of this will be reported at a future meeting.

Members noted that the Operations & Compliance Officer has now been awarded NEBOSH Health & Safety certification.

547. MUSEUM EDUCATION & OUTREACH OFFICER

- a. Members reviewed the Job Description and Person Specification for the Museum Education & Outreach Officer position and resolved to agree the Job Description and Person Specification to support recruitment to the post.
- b. Members agreed to delegate the drafting of the job advert and recruitment process to Officers.

548. COMMUNICATIONS ARISING FROM THIS MEETING

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

549. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Godalming Museum on Thursday, 16 April 2026 at 7.00pm.

550. 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 & 12 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

551. REQUEST TO VARY APPROVED FLEXIBLE WORKING ARRANGEMENTS

Members noted the report from the Committee Chair regarding a request to vary an employee's approved flexible working arrangement and approved the request.

552. OTHER STAFFING MATTERS

Members noted an update from the Committee Chair on confidential staffing matters.