

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON THE 13 FEBRUARY 2020**

Councillor Ashworth
* Councillor Cosser
* Councillor Duce – Vice-Chair
* Councillor Hullah – Chair
* Councillor Williams
0 Councillor Follows (*ex officio*)

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

414. MINUTES

The Minutes of the Meeting held on 7 November 2020 were signed by the Chair as a correct record.

415. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

416. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY 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.

417. WORK PROGRAMME

Members considered the Committee's work programme and agreed priorities for work program items and amended document review dates. The amended work programme is attached to the record minutes.

418. STAFF ABSENCES & TOIL

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted no cause for concern.

419. JOB DESCRIPTION

Members considered an updated Job Description for the Town Clerk, which reflected the current organisation structure and operational procedures and practices. Members resolved to approve the updated Job Description.

420. ORGANISATION CHART

Members reviewed an updated organisation chart to reflect the current operational structure of the Council. Following revision by the Committee, Members resolved to agree its use within GTC documentation (copy attached to record minutes).

421. STAFF OBJECTIVES

Members noted a confidential report relating to staff objectives and made recommendations to the Chair for an amendment to one appraisal objective.

422. REVIEW OF DOCUMENTATION

Members considered the following documents:

Employee Code of Conduct

Members reviewed the adopted Employee Code of Conduct and having agreed amendments to the document, resolved to recommend the amended document for adoption by the Full Council.

Social Media Policy

Members reviewed the adopted Social Media Policy, there were no other substantive changes to the Social Media Policy.

Code of Conduct – IT

Members reviewed the adopted Code of Conduct – IT, there were no other substantive changes to the Code of Conduct – IT.

DBS Data Handling Policy

Members reviewed the adopted DBS Data Handling Policy, there were no other substantive changes to the DBS Data Handling Policy.

Recruitment of Ex-Offenders' Policy

Members reviewed the adopted Recruitment of Ex-Offenders' Policy, with the exception of amendments made to clarify protected characteristics which brings this policy in line with other GTC policies, there were no other substantive changes to the Recruitment of Ex-Offenders' Policy.

Recruitment of Ex-Offenders' Statement

Members reviewed the adopted Recruitment of Ex-Offenders' Statement, with the exception of amendments made to clarify protected characteristics which brings this policy in line with other GTC policies, there were no other substantive changes to the Recruitment of Ex-Offenders' Statement.

423. MAINTENANCE STAFF

Members received an update from the Town Clerk regarding the Grounds and Buildings Maintenance Operatives.

424. PAY AWARD 2020

Members noted a letter issued on 23 January 2020 from the Employers' Secretary of the National Employers Side of the National Joint Council indicating that it is unlikely that pay negotiations will be completed before April 2020.

425. WILFRID NOYCE CARETAKING DUTIES

Members were informed of the resignation of the Saturday Caretaker for the Wilfrid Noyce Centre, noting that the last day of coverage would be 29 February. Members agreed that, having gained 4 years' of operational experience since the re-opening of the WNC, the level and type of customer support required should be investigated to identify what future arrangements should be made. Members noted that an Extraordinary meeting of the Committee may be required if the recruitment process for a replacement Caretaker is needed before the next scheduled meeting.

426. COMMUNICATIONS ARISING FROM THIS MEETING

There were no additional communication requirements identified.

427. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 14 May 2020 at 8.10pm, or at the conclusion of the preceding Audit Committee, whichever is later.

428. ANNOUNCEMENTS

There were no announcements.