

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON THE 15 SEPTEMBER 2020**

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

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

141. MINUTES

The Minutes of the Meeting held on 4 August 2020 were signed by the Chair as a correct record.

142. APOLOGIES FOR ABSENCE

There were no absences.

143. 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.

144. WORK PROGRAMME

Members considered the Committee's work programme and agreed amendments to the work programme. The amended work programme is attached to the record minutes.

145. STAFF ABSENCES & TOIL

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

146. LEAVE 2020/21

Members resolved to agree to approve the Supplementary Guidelines to 'PART ONE – ANNUAL LEAVE ALLOWANCE' of the Godalming Town Council Leave Policy adopted 25 July 2019 shown below, with such approval being time limited to 31 March 2023.

PART ONE – ANNUAL LEAVE ALLOWANCE' of the Godalming Town Council Leave Policy adopted 25 July 2019 - Amended

- Any employee not having taken at least 11 days of their Annual Leave Allowance (ALA) by 31 October will be required to submit a leave plan which provides for a minimum of 21 paid leave days to have been taken by 31 March. (11 days ALA, 2 Statutory Days plus 8 Public Holidays = 21 Days) pro rata for part time employees.
- Annual leave should be taken within the current leave year, however, in recognising the **exceptional circumstances** experienced in leave year 2020/21 employees may (subject to having taken a minimum of 21 days paid leave) be allowed to carry over a maximum of ten days untaken annual leave to be taken by 31 March 2023.
- Untaken leave from 2020/21 not be taken by 31 March 2023 will be forfeited.

- All annual leave due in leave years 2021/22 and 2022/23 should be taken within the leave year for which it is accumulated.
- Except with the prior approval of the Staffing Committee no annual leave accumulated between 1 April 2021 and 31 March 2022 or 1 April 2022 and 31 March 2023 is to be carried forward into the following leave year. Prior approval to be sought by 31 January of the relevant leave year.

147. 2020-21 NATIONAL SALARY AWARD

Members resolved to agree to recommend that Full Council approve the NJC negotiated National Salary Award.

The National Joint Council for Local Government Services (NJC) agreed the new pay scales for 2020-21 to be implemented from 1 April 2020. The 2020-21 National Salary Award equates to an uplift of 2.75%.

Additionally, the NJC agreed to enter into discussions on examining all options for ensuring the sector – and the NJC pay spine – can meet the challenge of the Government’s target for the National Living Wage in coming years. Members noted that all employees of GTC are paid at or above the National Living Wage.

148. KICKSTART SCHEME

Following the publication of the details of the Government’s Kickstart Scheme aimed at providing work experience opportunities to young people aged 16-24, Members considered a background and initial scoping report on the Kickstart Scheme and resolved to agree to:

1. support GTC’s involvement in the Government Kickstart Scheme; and
2. Officers investigating the details of the scheme and bringing forward detailed proposals for consideration by this Committee.

149. COMMUNICATIONS ARISING FROM THIS MEETING

No matters discussed at this meeting were identified as requiring additional communications.

150. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held by Zoom or in the Council Chamber (TBC) on Thursday, 21 January 2021 at 7.00pm, or at the conclusion of the preceding Joint Burial Committee meeting, whichever is later.

151. ANNOUNCEMENTS

There were no announcements.

THE COMMITTEE RESOLVED 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.

152. STAFFING STRUCTURES

Due to the current uncertainties surrounding the future structures of Local Government, it was agreed to defer this agenda item until after the publication of the anticipated Government White Paper.