

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 16 NOVEMBER 2023**

- * Councillor Downey – Vice Chair
- * Councillor Heagin – Chair
- * Councillor Kiehl
- * Councillor Martin
- L Councillor Weightman
- 0 Councillor Follows (*ex officio*)

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

361. MINUTES

The Minutes of the Meeting held on 14 September 2023 were signed by the Chair as a correct record.

362. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

363. 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.

364. WORK PROGRAMME

Members considered the Committee's work programme and reviewed and approved amendments to the Council's leave policy as part of the work programme. Review of the appraisal scheme was deferred to a future meeting.

No new items were added to the work programme (both amended work programme and amended Leave Policy are attached to the record minutes).

365. STAFF ABSENCES & TOIL

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

366. 2023-24 NATIONAL JOINT COUNCIL PAY AWARD

- a) Members resolved to recommend that Full Council approve the NJC negotiated National Salary Award.**
- b) Members authorised, that if received prior to the 14 December, the JNC settlement proposal be taken directly to Full Council.**
- c) Members resolved to recommend to Full Council that Full Council authorise that any settlement reached by the JNC that is equal to or less than that agreed by the NJC may be signed off for payment by the Town Clerk without the matter first being brought to a scheduled or Extraordinary meeting of the Full Council.**

The National Joint Council for Local Government Services (NJC) agreed the new pay scales for 2023-24 to be implemented from 1 April 2023. The 2023-24 National Salary Award does not provide for a single across the board percentage increase, but rather provides for a £1 per hour increase across the board up to scale point 43 and 3.88% above that point, this

means that those on the lower pay scales receive the largest percentage increase. For GTC staff this provides a percentage increase range between 9.42% to 3.88%.

Members noted that the pay award outlined above is only for those employed under NJC terms and conditions as set out in the 'Green Book'.

The Council's youth workers are employed under the terms and conditions governed by the JNC as set out in the 'Pink Book', whose annual settlement runs from September to August each year. Currently, settlement for those employed under JNC terms has not been reached. In order to avoid unnecessary delays in the payment of the pay award agreed for youth staff, Members approved that if the pay award for the youth staff is received before the next scheduled Full Council on 14 December, the Town Clerk is authorised to present the award directly to Full Council without first needing to convene a meeting of this committee.

Additionally, as the sign off of a pay award is a reserved matter for the Full Council, Members also made a recommendation to Full Council that if the settlement for the youth staff has not been received by the 14 December that Full Council approve the payment of any settlement agreed so long as the settlement is of an equal or lesser amount than that agreed by the NJC, noting that if the JNC proposes a settlement above that agreed by the NJC the matter must come before Full Council in order for payment of the award to be approved.

367. STAFFING COMMITTEE – SERVICE AREA VISITS

Members considered issues raised and outcomes of the committee's service area visit on 24 October to Godalming Museum. It was agreed that the Chair of Staffing write to the Godalming Museum Trust outlining its concerns and recommendation that a coordinating committee be established between GTC and the Trust.

Members confirmed the service area visit to the Grounds and Maintenance team at 15.00 on Tuesday, 21 November at Eashing Cemetery.

Due to the postponement of the committee's visit to the Support Services and Facilities team caused by the uncertainty around staff availability due to water supply issues, Members requested the Town Clerk seek a new date for this visit.

Members confirmed their wish to visit the Youth Service at the Broadwater Youth & Community Centre on Tuesday, 5 December at 1.30pm

368. HEALTH & SAFETY

Members received an update from the Chair regarding the formation of a Safety, Health & Environment Committee (SHE Committee), as a sub-committee of the Staffing Committee and agreed that the formation of a SHE Committee as a Staffing sub-committee and approved its terms of reference as set out below:

Proposed SHE Committee Terms of Reference:

Purpose: To develop and promote a safety culture within GTC through the encouragement of all staff to consider the safety, health and environmental dimensions of their own job and risks posed by or to their colleagues and the public.

Format: Quarterly meetings to be chaired by the Leader or Chair of Staffing, and to be attended by a representative from each team plus the Proper Officer and/or RFO.

Agenda: To be evolved to ensure meaningful discussion, but ideas include:

- review of reportable accidents or illness;
- review of near misses;
- review of training received and employee reaction to it; good, bad, not relevant, should we seek alternative providers if not relevant to our activities etc.;
- review status of risk assessments and their relevance to job planning. Do they help or hinder?
- Availability and suitability of PPE. Is it used?
- Review of any formal or informal audits; and
- specific current or foreseeable issues.

369. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters discussed at the meeting that required further publicity.

370. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 15 February 2024 at 7.00pm or at the conclusion of the preceding Full Council meeting, whichever is later.

371. ANNOUNCEMENTS

The Chair informed the committee that she had met with the Council's HR consultants to clarify a number of employment related issues.

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

372. STAFFING STRUCTURE REVIEW

Members received a confidential report regarding staffing structure options and resolved, subject to financial approval being approved by the Policy & Management Committee, to agree amendments to the staffing structure and establishment to meet the aims of the Councils Corporate Plan. In doing so the Staffing Committee resolved to agree the following recommendations to the Policy & Management Committee:

- a. Members of the Policy & Management Committee resolve to agree to recommend an uplift in 2024/25 salary budget by £66,000 to facilitate changes to the staffing structure.
- b. If recruitment is required to support the staffing requirement for the delivery of council services prior to the start of the 2024/25 financial year, Members of the Policy & Management Committee are requested to authorise the RFO vire up to £16,000 of Emerging Projects to support the 2023/24 salary budget. Emerging Projects uncommitted balance as of 31 October 2023 stands at £21,675.

Members noted the governance and consultation requirements.