

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 17 APRIL 2025**

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

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

586. MINUTES

The Minutes of the Meeting held on 13 February 2025 were signed by the Chair as a correct record.

587. APOLOGIES FOR ABSENCE

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

588. 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.

589. 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.

590. SHE ADVISORY GROUP REVIEW OF HSE STATEMENT & POLICY ARRANGEMENTS

Following the review of the Council's Health & Safety Statement and Policy by the SHE Advisory Group, Members considered a draft of a revised Health & Safety Policy Statement and Health & Safety Policy Arrangements. Members resolved to agree the changes to the accident reporting form should be approved by the Committee Chair & Operations & Compliance Officer, with the resultant Statement and Policy Arrangements documents being put forward for adoption by Full Council.

591. WORKER PROTECTION (AMENDMENT OF EQUALITY ACT 2010) ACT 2023

At the meeting of 13 February 2025, Members noted that the work to ensure contractors are aware of their obligations to the Council to prevent sexual harassment is continuing and will be reported to the next meeting of the committee (Min No 486-24 refers).

Members noted that Annex 2 of the Health & Safety Policy Arrangements set out within the draft policy requires contractors carrying out works on behalf of GTC to visit <https://godalming-tc.gov.uk/council-policies-procedures/>, familiarise themselves with the Dignity at Work Policy and confirm they have read and understood the policy and that by doing so, contractors will become aware of their obligations.

Members approved an online training course from ACAS at a cost of £170 per person to inform and update Line Managers in their preventative duties.

Behaviours at work - understanding the acceptable

Members also considered whether to add a whistleblower option to the council's Employee Assistance Programme. After discussion, Members considered that the proposed addition would not create sufficient benefit for employees.

592. REVIEW OF POLICY DOCUMENTS

At its meeting of 13 February 2025, the committee nominated Cllr Kiehl to review the Modern Day Slavery Statement. With the exception of removing references to the former Joint Burial Committee, no amendments were recommended, therefore the policy remains extant.

593. SERVICE AREA SITE VISITS

Members received an update from the Chair following the Youth Service Area visit.

Additionally, Members noted the date of the Service Area visit to Executive & Support Services team on Friday, 25 April 2025, 09.15 at the Oglethorpe Room.

594. STAFF EVENTS

Members received an oral report from the Chair and Town Clerk relating to staff events and agreed that subject to staff support, a staff and councillor event should be arranged for the last Friday in August.

595. COMMUNICATIONS ARISING FROM THIS MEETING

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

596. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Mayor's Parlour on Thursday, 22 May 2025 at 7.20pm.

597. 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) 13 & 14 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

598. EXTENDED LEAVE REQUEST

As required by the Council's Leave policy, Members considered and approved a request for a 3-week extended leave period in February 2026 for a member of staff.

599. JOB EVALUATIONS

- a. Members received a confidential report relating to an independent review of the Town Clerk position and approved the report's recommendations. Members agreed to make supporting recommendations to Policy & Management Committee and Full Council as appropriate.
- b. Members received a confidential report relating to a review of the Finance Assistant role, agreed its recommendations and resolved to make supporting recommendations to the Policy & Management Committee.