

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON THE 24 JANUARY 2019**

* Councillor Cosser – Chairman
* Councillor Gray – Vice Chairman
* Councillor Poulter
0 Councillor Hunter
* Councillor Walden
* Councillor Reynolds (*ex officio*)

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

Councillor Follows attended as a representative of the Audit Committee and requested to speak on agenda item 6.

338. MINUTES

The Minutes of the Meeting held on 8 November 2018 were signed by the Chairman as a correct record.

339. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Cllr Bolton was approved as a substitute for Cllr Hunter

340. 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.

341. WORK PROGRAMME

Members considered the Committee's work programme and agreed that having completed a full review of the staffing policy and procedures that the schedule of review of documents set over the next 18 months would ensure that they remained up to date and relevant.

Members wished that having completed this work programme, that the annual work strands of the committee are added to the work programme to form the basis of future requirements

The Chairman wished to express his thanks to both Members and Officers and acknowledged the hard work that has been involved in bringing all the staffing policies and procedures up to date.

342. STAFF ABSENCES & TOIL REPORT

Members considered a summary report of staff absences in accordance with Standing Order 146. The Chairman highlighted the improvements in the reduction of outstanding leave, explaining that this had been achieved by following the procedures agreed and set out in the leave policy. The Chairman highlighted the importance for the efficiency, effectiveness of managing council business and for the well-being of staff that leave is managed correctly.

343. SCHEME OF DELEGATION

The Chairman invited Cllr Follows to set out the Business Continuity Risk issues identified by the Audit Committee in relation to personnel. Members were made aware of the Audit Committee's concerns regarding loss of key personnel and the need for a scheme of delegation to mitigate risk.

Members acknowledged the Audit Committee's concerns and expressed the belief that the Scheme of Delegation under consideration at the meeting would address those concerns.

Members considered the Scheme of Delegation as it related to the Proper Officer, Responsible Finance Officer and other staff for them to achieve effective day-to-day running of the Council.

Having reviewed and agreed amendments to the proposed Scheme of Delegation (amended version attached to the record minutes) Members resolved to pass the Scheme of Delegation to the Policy & Management Committee for further consideration by that Committee, prior to passing to Full Council for adoption.

Additionally, Members resolved that the Town Clerk should review Standing Orders to ensure that they reflect the policies and procedures adopted by the Council and are compatible with the Scheme of Delegation.

344. ABSENCE OF THE PROPER OFFICER (TOWN CLERK) – DELEGATION OF FUNCTIONS, DUTIES AND RESPONSIBILITIES TO AN ALTERNATE NOMINATED OFFICER – INTERIM ARRANGEMENTS

Based on the recommendations from Min. No. 343-18 above, Members resolve to agree to recommend that if Scheme of Delegation is adopted by the Full Council, the interim arrangements agreed on 13 September (Min No 164-18 refers) be revoked.

345. REVIEW OF PENSION ARRANGEMENTS – MEMBERS' UPDATE

As part of the considerations regarding the potential for the employment of outside services and maintenance staff, the Policy & Management Committee requested this Committee to consider issues relating to options for pension provision. This has proved to be a complex issue, with as yet no clear outcomes. Having considered the work to date, Members agreed that the Council's HR services providers should be consulted regarding the practicalities of identifying specific work groups and the existing practices for pension provision within the sector. It was agreed that a further report would come to this Committee for consideration.

346. SALARIES BUDGET 2019-20

Members noted that the Chair of Staffing had reviewed the staff salaries budget for 2019/20 as part of the budget setting process and in accordance with Financial Regulation 4.4.

347. PAY AWARDS

Members considered the 2019/2020 pay award as agreed by the National Joint Committee (NJC) and recommended by the National Association of Local Councils, noting this was the second year of a two year agreement. Members resolved to agree to recommend the 2019/2020 pay settlement for acceptance by Full Council.

348. NEW COUNCILLOR & STAFF MEMBER INDUCTION & TRAINING POLICY

Members considered the New Councillor & Staff Member Induction & Training Policy and having approved amendments to the draft document (amended version attached to the

record minutes) resolved to agree to recommend the policy to the Policy & Management Committee for consideration prior to passing it for adoption by Full Council.

349. COMMUNICATIONS ARISING FROM THIS MEETING

No items were identified on the agenda as requiring further publicity.

350. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 28 March 2019 at 7.00 pm in the Council Chamber.

351. ANNOUNCEMENTS

There were no announcements.