

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON 17 NOVEMBER 2022**

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

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

359. MINUTES

The Minutes of the Extraordinary meeting held on the 20 October 2022 were signed by the Vice Chair as a correct record.

360. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

361. 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.

362. WORK PROGRAMME

Members considered the Committee's work programme and noted that the Recruitment of Ex-Offenders Policy & Statement due to be reviewed in November 2022 will be brought to the next meeting. Members also wished the dates of review for the Training Statement of Intent, Dignity at Work and First Aid policies to be checked.

363. STAFF ABSENCES & TOIL

Members considered a summary report of staff absences in accordance with Standing Order 146. Members wished the 'Other' descriptor in the TOIL report to contain additional information on what constitutes 'other' activities.

364. REVIEW OF DOCUMENTATION

Members considered the adopted DBS Data Handling Policy and resolved to agree that the current document remains extant.

In discussing the document Members requested that the Town Clerk contacts the LGA/NALC/SALC to determine whether there should be a DBS Policy for elected Members.

365. STAFF OBJECTIVES

Members noted staff objectives.

366. 2022-23 NATIONAL SALARY AWARD

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

- b) **Members authorised, that if received prior to the 15 December, the JNC settlement proposal is to be taken directly to Full Council.**
- c) **Members resolved to agree 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, following consultation with the Chair of the Staffing Committee, 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.**

Members noted that the National Joint Council for Local Government Services (NJC) agreed the new pay scales for 2022-23 to be implemented from 1 April 2022. The 2022-23 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, this means that those on the lower pay scales receive the largest percentage increase. For GTC staff this provides a percentage increase range between 10.49% to 3.65%

Members also noted that the pay award outlined above is only for those employed under NJC terms and conditions as set out in the 'Green Book' and that the Council's youth workers are employed under the terms and conditions governed by the JNC as set out in the 'Pink Book'.

As settlement for those employed under JNC terms had not been reached by the date of the committee meeting, 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 15 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 agreed to recommend to Full Council on the 15 December that if the settlement for the youth staff has not by then been received, Full Council approved 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. STAFF BUDGET FOR 2023/24

Members noted that the Chair of Staffing has reviewed the salary budgets for the financial year 2023/24 and signed the schedule as required by Financial Regulation 4.4.

368. COMMUNICATIONS ARISING FROM THIS MEETING

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

369. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 16 February 2023 at 7.30pm or at the conclusion of the preceding Full Council meeting, whichever is later.

370. ANNOUNCEMENTS

There were no announcements.