

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON THE 21 SEPTEMBER 2017**

*	Councillor Walden – Chairman
0	Councillor A Bott – Vice Chairman
0	Councillor Poulter
*	Councillor Williams
0	Councillor Gray
*	Councillor Reynolds (<i>ex officio</i>)

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

194. MINUTES

The Minutes of the Extraordinary Staffing Committee meeting held on 14 September 2017 were signed by the Chairman as a correct record.

195. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.
Cllr Gordon-Smith substituted for Cllr Gray, Cllr Purkiss substituted for Cllr A Bott.

196. 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.

197. WORK PROGRAMME

Members considered the Committee's work programme and agreed that with the IT Facilities and Social Media Policy now at the scrutiny stage, priority item 2, Absence Policy including TOIL and Compassionate leave should be sent for external review.

198. STAFF ABSENCES

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted that whilst the majority of staff leave was in line with expectation, there are notable exceptions that need addressing.

199. MEMBERS' TRAINING

Members received a report from the Acting Town Clerk relating to training provision for:

- Appraisal Training for Members and staff line managers
- Recruitment and Selection

Members agreed, due to Members' working commitments that, where possible, training should be scheduled during the early evening and be limited to a single subject matter per evening. Members agreed that a suitable date for Appraisal Training should be sought and that town and parish councils from the immediate area should be offered training places at the event. The cost of £655 to be funded from the training budget. Recruitment and Selection training to be deferred for a later date.

200. CODE OF CONDUCT – IT FACILITIES & SOCIAL MEDIA POLICY

Members considered the draft IT Facilities & Social Media Policy and requested that the Acting Town Clerk distribute the draft policy to all staff for comment to be considered at the next meeting.

201. TUPE MEASURES

Members received a confidential report from the Council's HR service providers on further TUPE measures relating to the transfer of Godalming Museum. Members noted the recommendations contained within the report and resolved to agree to:

1. Allow only contractual policies to transfer, and accepted the advice of HR Services Partnership regarding those that need require further consultation following the transfer.
2. Add the following policy subject headings to the work programme for consideration of future requirement:
 - i. Aggression at Work
 - ii. Car Allowances
 - iii. Data Protection Guide for Staff (to be incorporated into work stream for compliance with the General Data Protection Regulations 2018)
 - iv. Special Leave (to be reviewed as part of absence policy)
 - v. Flexible Working
 - vi. Whistleblowing
3. Negotiate with transferred staff regarding provision of voluntary benefits currently provided by WBC.
4. Use relevant statutory process and/or best practice where GTC does not have a current policy.
5. An induction programme to be provided for staff transferring from the Museum.

202. TEMPORARY STAFFING ARRANGEMENTS

Members noted that, to ensure the continued orderly and legal conduct of the Council's affairs pending permanent arrangements being agreed and put in place, the Chairman of the Policy & Management Committee, in consultation with the Chairman of the Staffing Committee, has implemented Min No. 562-16 for the use of additional staff resource.

203. COMMUNICATIONS ARISING FROM THIS MEETING

Training opportunity as set out in Min No. 199 above.

204. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 9 November 2017 at 7.00 pm in the Council Chamber.

205. 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.

206. RESOURCES WORK GROUP RECOMMENDATIONS

Members considered advice from the Council's external HR providers on procedures for implementing staffing related recommendations from the Resources Working Group.

Members noted that their recommendations for implementation procedures are subject to the Policy & Management Committee accepting the outcomes of the Resources Working Group at its meeting of the 5 October 2017 and subsequent recommendation to Full Council for adoption at its meeting on the same day.

Therefore, the Staffing Committee resolved to recommend to the Policy & Management Committee implementation procedures appropriate to the Policy & Management Committee's recommendations to Full Council.