

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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17 May 2013

I HEREBY SUMMON YOU to attend the **STAFFING SUB COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 23 May 2013 at 6.30 pm.

Louise P Goodfellow
Town Clerk

Committee Members: Councillor Robinson – Chairman
Councillor Williams – Vice Chairman
Councillor C Gordon-Smith
Councillor Hunter
Councillor Wheatley (*ex officio*)

A G E N D A

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 7 February 2013, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on this Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. CO-OPTION OF AN ADDITIONAL MEMBER OF THE STAFFING SUB COMMITTEE

To consider the renewed co-option of Councillor Lister to the committee for the current Civic year.

5. WORK PROGRAMME

The Sub-Committee's work programme is attached for the information of Members. All three items for progress at this meeting are included on this agenda. A further item – development of an office procedures manual is the subject of an interim report on this agenda.

The Town Clerk suggests the inclusion of the following items in the Work Programme – review of the Code of Conduct – IT Facilities, review of the Training Statement of Intent, review of the Equal Opportunities Statement, review of the Health & Safety Policy Statement and review of the Fire Safety Policy Statement. Copies of each of these current policies are attached for the information of Members.

6. STAFF ABSENCES

At the last meeting of this Sub-Committee it was agreed that the draft Standing Order 147 should be amended to read:

“Subject to the Council’s policy regarding absences from work, the Council’s most senior employee present shall notify the Chairman of the Policy & Management Committee or, in the absence of that Chairman, the Chairman of the Staffing Sub-Committee if any absence is likely to occasion the closing of the Town Council’s offices. The Town Clerk shall make a summary report of staff absences to each meeting of the Staffing Sub-Committee.” (Minute 344-12 refers.)

This amended Standing Order 146 was adopted (along with all other Standing Orders) by Full Council on 21 March 2013.

Therefore in accordance with Standing Order 146 a summary report of staff absences for April 2013 is attached for the information of Members.

7. REVIEW OF DISCIPLINARY PROCEDURE

Members to review the Town Council’s Disciplinary Procedure (attached for the information of Members). Amendments suggested by the Town Clerk are highlighted in the document.

8. REVIEW OF EMPLOYEE CODE OF CONDUCT

Members to review the Town Council’s Employee Code of Conduct (attached for the information of Members). Members to note one small amendment is proposed and highlighted in the documents.

9. MANAGING SICKNESS ABSENCE AND RETURN TO WORK

At the last meeting of this Sub-Committee Members considered the need for a Management of Absence Policy for Godalming Town Council and having agreed that such a policy was required then considered a draft policy.

While the draft policy had already been the subject of consultation with staff, the amendments proposed by Members were such that it was agreed that the amended draft policy should go back to staff for further consultation. (Minute 342-12 refers.) It was agreed to consider the draft policy further at the next meeting of the Sub-Committee and the draft document is attached for the information of Members.

Should Members be minded to agree the draft document as attached then they are asked to recommend it to the Policy & Management Committee for consideration and onward recommendation to Full Council.

10. NJC PAY NEGOTIATIONS 2013/14

All Godalming Town Council’s staff are employed under national terms and conditions of service – i.e. NJC Conditions (NJC being the National Joint Council for Local Government Services). It is the NJC that is responsible for negotiating pay for all local government officers employed under those terms and conditions.

For NJC staff there has been no pay award since 2009 but this year there is an offer on the table of an increase of 1% across all grades effective from 1 April 2013. That offer is currently the subject of trade union consultation with their members. It seems likely that settlement will be reached at 1% - which will then be payable to all Godalming Town Council staff.

Since four years have elapsed since the last pay award, Members of this Sub-Committee are likely to be unaware of the normal process of paying the pay award. Although, by virtue of their conditions of employment, all staff are automatically entitled to the pay award it cannot be paid without the formal authority of the Council. As a staffing matter it would normally come first to this Sub-Committee and thence to Policy & Management Committee which Committee may authorise the payment. In order to avoid an extraordinary meeting of this Sub-Committee the Town Clerk suggests that, assuming the NJC reach a settlement before September, the matter be reported direct to the next available meeting of the Policy & Management Committee after the National Association of Local Councils informs the Council that settlement has been reached.

Members are assured that a sum sufficient to cover a pay award of 1% was included in the 2013/14 budget.

11. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 19 September 2013 at 6.30 pm in the Council Chamber.

12. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

THE COMMITTEE MAY WISH 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.

13. STAFFING MATTERS

To consider two confidential reports from the Town Clerk, one attached for the information of Members and the second to be given orally.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.