

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

3 February 2017

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, 9 February 2017 at 7.00pm.

Louise P Goodfellow
Town Clerk

Committee Members: Councillor Walden – Chairman
Councillor A Bott – Vice Chairman
Councillor Poulter
Councillor Williams
Chairman of Policy & Management (*ex officio*)

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 1 December 2016, 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 the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. WORK PROGRAMME

The Committee's work programme is attached for the information of Members.

5. STAFF ABSENCES

In accordance with Standing Order 158 a summary report of staff absences for the year to 31 January 2017 is attached for the information of Members.

6. SUBSCRIPTIONS BUDGET

At the last meeting of this Sub-Committee, Members asked to be able to review the subscriptions budget at this meeting. On 19 January 2017 Full Council agreed the subscriptions budget as £6,000 for the revised estimates 2016/17 and for the financial year 2017/18. Attached for the information of Members is an analysis of the expenditure to date against this budget. As at 31 January 2017 expenditure was £5,142.37.

7. APPRAISAL SCHEME

Members to consider a draft appraisal scheme to be tabled by the Chairman.

8. REVIEW OF STAFF RELATED POLICIES

On the 15 December 2016 the Policy & Management Committee agreed that the Staffing Sub Committee should select three organisations to tender for providing HR support and invite those tenders. The resulting tenders would be forwarded to the Policy & Management Committee for decision.

Officers recommend that tenders be sought from:

HR Services Partnership Ltd
Ellis Whittham
HR Dept Guildford
HR Business Consultants Ltd

9. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 8 June 2017 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

10. ANNOUNCEMENTS

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

4. STAFFING SUB-COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Review of Code of Conduct – IT Facilities	This code to be part of an external review of staffing policies		
Review Appraisal Scheme	This code to be part of an external review of staffing policies		
Review Code of Conduct	This code to be part of an external review of staffing policies		
Review Disciplinary Procedures	This code to be part of an external review of staffing policies		
Review Grievance Procedures	This code to be part of an external review of staffing policies		
Review Equality & Diversity Statement	This code to be part of an external review of staffing policies		
Review Absence Policy	This code to be part of an external review of staffing policies		
Review Training Policy	This code to be part of an external review of staffing policies		
Review Health & Safety Policy	This code to be part of an external review of staffing policies		
Review Bullying & Harassment Policy	This code to be part of an external review of staffing policies		

LIST OF STAFFING & OTHER RELEVANT POLICIES

Policy Document	Finalised By	Date Finalised
Absence Policy	P&M	9 February 2015
Appraisal Scheme	Staffing Sub Committee	1 February 2013
Bullying & Harassment Policy	Full Council	31 March 2016
Code of Conduct	P&M	6 June 2013
Code of Conduct IT Facilities	Full Council	13 September 2001
Disciplinary Procedures	P&M	6 June 2013
Equality & Diversity Statement	Full Council	27 March 2014
Grievance Procedures	Full Council	21 March 2013
Health & Safety Policy	Full Council	31 March 2016
Training Statement of Intent	Full Council	30 April 2009

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2016 TO MARCH 2017

	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	CUMULATIVE	2015/16	2014/15	2013/14
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
Available Working Hours	937.4	908.0	996.8	920.4	834.0	834.0	802.0	839.0	765.0	834.0	8,670.6	10,944.6	9,281.1	8,610.8
Annual Leave Taken	125.8	52.0	59.2	229.4	148.0	35.9	114.7	66.6	40.7	49.4	921.7	1,132.2	994.6	927.3
Sick Leave Taken	7.4	-	-	-	11.1	-	-	-	7.4	7.4	33.3	547.7	404.2	47.3
Other Authorised Absence	-	-	-	-	2.5	-	-	10.0	-	4.7	17.2	32.8	32.0	12.5
Net working hours	804.2	856.0	937.6	691.0	672.4	798.1	687.3	762.4	716.9	772.5	7,698.4	9,231.9	7,850.3	7,623.7
Net working hours as % of available hours	86%	94%	94%	75%	81%	96%	86%	91%	94%	93%	89%	84%	85%	89%
Sick Leave as a % of Available Hours	0.8%	0.0%	0.0%	0.0%	1.3%	0.0%	0.0%	0.0%	1.0%	0.9%	0.4%	5.0%	4.4%	0.5%
Annual Leave taken as a % of Total Annual Leave	10%	4%	5%	18%	12%	3%	9%	5%	3%	4%	74%	82%	84%	83%
Notes:														
Annual Leave 2016/17 - Full Year											1051.6	1154.4	992.6	936.5
Annual Leave b/f from 2015/16											199.8	181.3	186.4	177.2
Total Annual Leave Available - Full Year											1251.4	1335.7	1179.0	1113.7

All figures are expressed in hours

6. SUBSCRIPTIONS BUDGET

Details of Subscription	£	Notes
Surrey Association of Local Councils 2016/17	2,736.10	Includes NALC subscription
Parish Online 2016/17	308.00	Mapping system
ICO Date Protection Renewal - Annual charge	35.00	
Visit Surrey Website - Annual charge	500.00	
Local Council Review 2017/18	17.00	
CIPFA 2016 Goodfellow	310.00	}Minute 522-07 refers
CIPFA 2017 Goodfellow	310.00	} 2016 Sub paid late
CAANZ Tong	316.27	Minute 522-07 refers
SLCC Goodfellow	300.00	Minute 522-07 refers
SLCC Jeffery	280.00	Minute 393-10 refers
Macebearers Harris 2017	30.00	
Total 2016/17 as at 31 January 2017	<u>5,142.37</u>	

A/c Code 4342		Subscriptions					Annual Budget	6,000
Centre 101		Head Office Costs					Committed	0
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance							0.00	
4342	101	1	01/04/2016	SAG001	Purchase Ledger	Sage50Payroll 1/4-30/4/16	28.00	
4342	101	1	01/04/2016	SUR001	Purchase Ledger	Surrey ALC 2016/17 Subscriptio	2,736.10	
4342	101	1	13/04/2016	CIP001	Purchase Ledger	CIPFA Subscription 2016/17	310.00	
4342	101	2	22/03/2016	PAR001	Purchase Ledger	ParishOnline 2/4/16-2/4/17	308.00	
4342	101	2	01/05/2016	SAG001	Purchase Ledger	Sage 50 Payroll May 2016	28.00	
4342	101	2	23/06/2016	DD 4310297	Cashbook	Data Protection Renewal	35.00	
4342	101	3	01/06/2016	SAG001	Purchase Ledger	Sage Payroll Subs June 2016	28.00	
4342	101	3	01/06/2016	RIA001	Purchase Ledger	Omega Cashbook - 5 Users	616.00	
4342	101	3	27/06/2016	TON001	Purchase Ledger	Annual Subs to CAANZ - Tong	316.27	
4342	101	4	01/07/2016	SAG001	Purchase Ledger	Sage 50 Payroll July 2016	28.00	
4342	101	5	01/08/2016	SAG001	Purchase Ledger	Sage 50 Payroll Sub 1/8 - 31/8	28.00	
4342	101	6	01/09/2016	SAG001	Purchase Ledger	Sage Payroll Sep 2016	28.00	
4342	101	7	01/10/2016	SAG001	Purchase Ledger	Sage 50 Payroll Oct 2016	28.00	
4342	101	8	29/10/2016	CIP001	Purchase Ledger	CIPFA 1/1/17-31/12/17 - Goodfe	310.00	
4342	101	8	01/11/2016	SAG001	Purchase Ledger	Sage 50 Payroll Nov 2016	28.00	
4342	101	8	25/11/2016	55	Journal	SLCC Membership - Jeffery	280.00	
4342	101	8	30/11/2016	61	Journal	8 Months Sage		224.00
4342	101	8	30/11/2016	61	Journal	Omega Costs		616.00
4342	101	8	05/12/2016	SOC001	Purchase Ledger	SLCC 2017 - Goodfellow	300.00	
4342	101	9	05/12/2016	105559	Cashbook	Annual Subscription - Harris	30.00	
4342	101	10	12/08/2016	MIS001	Purchase Ledger	EntryVisitSurreyWebsite2016/17	500.00	
4342	101	10	12/01/2017	SUR007	Purchase Ledger	LCR 2017/18 Subscription	17.00	
Account Subscriptions							5,982.37	840.00
Account Totals								
Centre Head Office Costs							5,142.37	
Net Balance Month 10								

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.