

**MINUTES AND REPORT OF THE EXTRAORDINARY STAFFING COMMITTEE  
HELD ON THE 14 SEPTEMBER 2017**

# Councillor Walden – Chairman  
\* Councillor A Bott – Vice Chairman  
0 Councillor Poulter  
\* Councillor Williams  
\* Councillor Gray  
\* Councillor Reynolds (*ex officio*)

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

173. MINUTES

The Minutes of the Meeting held on 27 July 2017 were signed by the Chairman as a correct record.

174. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

Cllr Gordon-Smith substitute for Cllr Poulter.

175. 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.

176. COMMUNICATIONS ARISING FROM THIS MEETING

There were no matters arising from this meeting.

177. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 21 September 2017 at 7.00 pm in the Council Chamber.

178. 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.

179. TUPE – MUSEUM STAFF

Members received a report from the Acting Town Clerk regarding the TUPE measures associated with the transfer of Godalming Museum Staff from the employ of Waverley Borough Council to Godalming Town Council. Members RESOLVED to make recommendation to Full Council for the acceptance of the TUPE measures as outlined below:

- a. Amendment of Salary payment date to bring in line with GTC payroll.
  - i. WBC will pay Salary up to 30 September 2017.

- ii. It is proposed to conduct an additional salary payment run for TUPE staff on 15 October to ensure they are not disadvantaged and then a second salary payment run for 25 October.
  - iii. Thereafter the TUPE'd staff will align with the GTC standard payment date.
- b. Annual Leave Dates
- i. WBC leave year runs 1 October to 30 September whereas GTC's runs 1 April to 31 March, therefore, as the transfer is planned for the first date of WBC's leave year the TUPE'd staff should have taken all their existing WBC leave entitlement.
  - ii. On transfer GTC will pro-rata leave for 1 October to 31 March.
  - iii. Thereafter the TUPE'd Staff will align with GTC leave year.
- c. Contract for the Volunteer Co-ordinator to be amended to become a permanent contract of employment.
- d. Place of Work will continue to be at Godalming Museum, 109a High Street, Godalming. However, museum staff will be expected to attend the offices of Godalming Town Council from time to time.
- e. Line management for the Curator will be the Town Clerk; the Curator will remain Line Manager for the Volunteer Co-ordinator."

#### 180. RESOURCES WORKING GROUP

As agreed by the Policy & Management Committee at its meeting of 7 September 2017, Members received a presentation from the Chairman of the Resources Working Group relating to the outcomes the group's report as they pertain to staffing matters.

Members considered how the staffing related recommendations from the Working Group should be implemented and RESOLVED to:

- Consult with HR Services Partnership for guidance on the implementation plan.
- To continue to investigate options at its next scheduled meeting.

Members noted that their recommendations for implementation were 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.