

# GODALMING TOWN COUNCIL

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19 January 2018

I HEREBY SUMMON YOU to attend the STAFFING COMMITTEE Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 25 JANUARY 2018 at 7.30pm, or at the conclusion of the preceding Audit Committee, whichever is later.

Andy Jeffery  
Town Clerk

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

## AGENDA

1. MINUTES

To approve as a correct record the minutes of the Extraordinary meeting held on the 11 January 2018, 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

Members to review the work programme attached for Members' information.

5. SOCIAL MEDIA & IT CODE OF CONDUCT POLICIES

Members to consider the outcomes of the staff consultation in relation to the Social Media & IT Policies (policy documents attached for the information of Members).

6. MANAGEMENT OF TOWN COUNCIL STAFF

Members to receive a report from the Chairman of the Staffing Committee relating to recommendations for the Management of Town Council paid staff (attached for the information of Members).

7. POLICY REVIEWS

As prioritised by the committee's work programme, Members to receive a draft Absence and Sick Pay Policy (attached for the information of Members).

Additionally as part of the same work strand Members to receive a draft Leave Policy document (attached for the information of Members).

8. STAFF ABSENCES

In accordance with Standing Order 146 a summary report of staff absences up to 31 December 2017 is attached for the information of Members.

9. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

10. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 8 March 2018 at 7.00 pm in the Council Chamber.

11. 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.

12. CONTRACTS OF EMPLOYMENT

Members to receive an update regarding the new contracts of employment resulting from the recent internal re-organisation of roles and responsibilities of the Town Council's paid staff.

4. STAFFING SUB-COMMITTEE – WORK PROGRAMME – 25 JANUARY 2018

<b>TASK</b>	<b>PROGRESS</b>	<b>LAST REVIEW DATE</b>	<b>PRIORITY FOR REVIEW</b>	<b>ACTUAL COMPLETION DATE</b>
Absence Policy, Including Toil and Compassionate leave	Draft Policies on this agenda	9 Feb 2015	2	
Appraisal Scheme	Reviewed by external HR complete, adopted by Full Council on 20 July 2017	20 July 2017		20 July 2017
Bullying & Harassment Policy	To be externally reviewed	31 Mar 2016	7	
Code of Conduct – IT Facilities & Social Media Policy	Currently undergoing consultation	13 Sept 2001	1	
Disciplinary Procedures	To be externally reviewed	6 June 2013	4	
Grievance Procedures	To be externally reviewed	21 Mar 2013		
Employee Code of Conduct	To be externally reviewed	6 Jun 2013	5	
Equality & Diversity Statement	To be externally reviewed	27 Mar 2014	6	
Health & Safety Policy	To be externally reviewed	31 Mar 2016	8	
Training Statement of Intent	To be externally reviewed	30 Apr 2009	3	

Godalming Town Council's Policy  
on the use of Social Media

**CODE OF CONDUCT**



GODALMING TOWN COUNCIL

Town Clerk  
December 2017

## **GODALMING TOWN COUNCIL**

### **POLICY ON THE ACCEPTABLE USE OF IT FACILITIES**

#### **1. PURPOSE AND SCOPE**

This should be read in conjunction with the linked policies listed below:

Linked policies and procedures:

- Code of Conduct
- Disciplinary Procedure & Rules
- Equality & Diversity Policy
- Data Protection Policy
- Use of IT Facilities

Social media is an online method to instantly communicate with others or to share data in a public forum. Examples include Twitter, Facebook and LinkedIn. Social media also includes blogs, video and image sharing websites such as You Tube and Flickr. There are many more examples of social media than these; employees need to be aware that this is a constantly changing area.

The purpose of this policy is to set clear standards of behaviour and conduct in the use of social media and you should follow these guidelines in relation to any social media that you use. This policy also covers the use of social media in your personal life which may have an impact upon the reputation of Godalming Town Council (the Council).

This policy applies to all staff (whether full time, part time, casually employed or temporary workers), and agency workers working for or on behalf of the Council and anyone using the Council's information and communication technology equipment.

This policy deals with the use of all forms of social media, including Facebook, MySpace, LinkedIn, Twitter, YouTube, Instagram, Tumblr, Snapchat, Pinterest, Wikipedia, all other social networking sites, and all other internet postings, including blogs.

It applies to the use of social media accessed for work or on behalf of the Town Council, whether during office hours or otherwise. The policy applies regardless of whether the social media is accessed using the Council's IT facilities and equipment or equipment belonging to members of staff. This policy equally applies to the use of personal social media if reference is made to Godalming Town Council or your employment thereof.

The Council recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media. However, use of social media can pose risks to confidential information, and reputation, and can jeopardise the Council's compliance with legal obligations.

The Council may require staff to remove internet postings which are deemed to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

Any misuse of social media should be reported to the Town Clerk.

References or endorsements for individuals or organisations on social or networking sites on behalf of Godalming Town Council are to be approved in advance by the Town Clerk.

## 2. SOCIAL MEDIA

Social media is part of the modern communication environment, staff are to keep use of social media during work hours to a reasonable level.

The use of Council computers, networks and IT resources for use of social media activities will be subject to monitoring as appropriate.

Staff are to seek the approval of the Town Clerk before responding to or posting comments on potentially controversial subjects/matters. Where duties require staff to represent the Council in a social media environment, they are to do so in a neutral and non-controversial manner. If doubt exists then they are to liaise with the Town Clerk prior to posting.

Circulating chain letters, spam or political solicitations is never permitted. The approval of the Town Clerk is required for the promotion on social media of commercial organisations, individuals or religious activities/events not associated with the Council. Such approval will be limited to individuals and organisations of merit and/or benefit to the Godalming community.

Likewise, staff who are contacted for comments about the Council for publication anywhere, including in any social media outlet, must direct the inquiry to the Town Clerk. Staff are not to respond without clear approval.

## 3. THE DOS AND DON'TS WHEN USING SOCIAL MEDIA

The following section provides staff with common-sense guidelines and recommendations for using social media responsibly and safely whether inside or outside of work.

### *Protecting the Council's reputation*

- Do not post disparaging or defamatory statements about the Council or its stakeholders.
- Avoid social media communications that might be misconstrued in a way that could damage the Council's reputation, even indirectly.
- Do not breach copyright for example by using someone else's images or written content without permission or failing to give acknowledgement where permission has been given to reproduce something.
- Individuals are personally responsible for what they communicate in social media. Remember that what is published might be available to be read by a wide and diverse audience, including the Council itself, future employers and social acquaintances and may be visible for a long time. This should be borne in mind before posting content.
- If any uncertainty or concern about the appropriateness of any statement or posting exists then it is advised to refrain from making the communication until discussed with the Town Clerk.
- Social media content that disparages or reflects poorly on the Council should be reported to the Town Clerk. All staff are responsible for protecting the Council's reputation.

### *Respecting colleagues, stakeholders, partners and suppliers:*

- Consider carefully whether your posts could be considered offensive by your colleagues, the Town Council or other stakeholders, partners or suppliers of the Town Council.
- You are reminded that the same laws, rules and regulations regarding discrimination, bullying and harassment apply equally to a social media environment as any other.

#### **4. RECRUITMENT**

Depending upon the position, the Council may use internet searches to perform due diligence on candidates in the course of recruitment. Where this is done, the Council will act in accordance with its data protection and equal opportunities obligations. Candidates will be given the opportunity to comment upon any concerns.

#### **5. DISCIPLINARY ACTION OVER SOCIAL MEDIA USE**

Any breach of this policy may lead to disciplinary action. Serious breaches of this policy, for example incidents of bullying of colleagues or social media activity causing serious damage to the Council, may constitute gross misconduct and lead to summary dismissal.

*This is a non-contractual policy which will be reviewed from time to time.*

Godalming Town Council's Policy  
on the use of IT Facilities

**CODE OF CONDUCT**



GODALMING TOWN COUNCIL

Town Clerk  
December 2017

## **GODALMING TOWN COUNCIL**

### **POLICY ON THE ACCEPTABLE USE OF IT FACILITIES**

This policy should be read in conjunction with the linked policies listed below:

Linked policies and procedures:

- Code of Conduct
- Disciplinary Procedure & Rules
- Equality & Diversity Policy
- Data Protection Policy
- Social Media Policy

#### **1. INTRODUCTION**

Godalming Town Council's (the Council) information and communication technology systems are used as a tool for managing and delivering the Council's services. Electronic communications play an essential role in the way the Council communicates. All communications from the Council not only reflect on staff members as individuals but also on the Council as an organisation.

The internet assists staff to do their jobs and access information. This policy is designed to help staff understand the Council's expectations for the use of Council resources and to ensure staff use those resources wisely.

This policy seeks to ensure that:

- The Council benefits from technologies whilst maintaining security and legality, avoiding abuse of the systems and protecting the good name of the Council.
- The Council set clear standards of behaviour and conduct in the use of IT.

The communications and IT equipment refers to, but it is not limited to, computers, internet access, remote access connections, email services, file storage, webmail, personal digital assistants (iPhones, iPads, Smart-Phones etc.) telephones, mobile phones and computing and networking facilities owned and operated by the Council.

#### **2. POLICY OVERVIEW**

Information and communication technology systems provide a means for communicating both internally and externally and a means for storing information, including personal or sensitive information. All staff and other users are therefore expected to use the systems provided in ways which:

- i. Comply with the law (e.g. data protection, equality legislation, health and safety);
- ii. Enhance efficiency and productivity; and
- iii. Protect the reputation of the Council.

Users must not misuse IT facilities by taking any action which would bring the Council into disrepute, cause offence, interfere with the Council's work or jeopardise the security of data, networks, equipment or software.

The facilities are provided for appropriate Council business. Personal use of IT facilities may be subject to appropriate monitoring. The Council expects all employees to adhere to this policy and is a condition for using the Council's equipment and networks.

The guiding principle is that, despite its immediacy and ease of distribution, electronic communication and information should be treated no differently from that on paper.

### **3. APPLICABILITY**

**The policy applies to:-**

- All Council full time, part time, casually employed, or temporary employees engaged in work for the Council, including working from home or non-Council locations.
- Other persons working for the Council, whilst engaged on Council business or using Council equipment and networks, including agency workers.

### **4. PEOPLE RESPONSIBLE FOR IMPLEMENTING THE POLICY**

The Town Clerk has overall responsibility for the effective operation of this policy. Responsibility for monitoring and reviewing the operation of this policy and making recommendations for change to minimise risks also lies with the Town Clerk.

Any misuse of the IT resources should be reported to the Town Clerk.

### **5. COMPLIANCE WITH RELATED POLICIES AND AGREEMENTS**

Godalming Town Council's policies and procedures e.g. Codes of Conduct, Disciplinary, and Equality and Diversity apply equally to behaviour online as offline. The IT resources should never be used in a way that breaches any of its other policies.

It is the responsibility of each individual to ensure that information and data that they hold on the Council's computer system fully comply with the principles of the data protection regulations. In brief, the protection of data requires that anyone who inputs, stores, or uses personal information must ensure that the information e.g. names, addresses, other information kept on individuals, is:

- Accurate and up to date;
- Only kept for legitimate purposes;
- Only kept for as long as required;
- Only used for legitimate purposes;
- Not passed on to third parties without the consent of the individual and
- Kept secure.

### **6. MONITORING**

The content of the Council's IT resources and communications systems are the property of the Council. Therefore, staff should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post conversation or message, or any other kind of information or communications transmitted to, received or printed from, stored or recorded on the Council's IT and communications systems.

The Council reserves the right to monitor, intercept and review, without further notice, staff's use of the Council's IT resources and communications systems, including but not limited to emails, social media postings and activities, to ensure that it's rules are being complied with and for legitimate business purposes. Staff consent to such monitoring by their acknowledgement of this policy and their use of such resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings, and other uses of the systems as well as keystroke capturing and other networking monitoring technologies.

The Council may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

Employees should not use the Council's IT resources and communications systems for any matter that they wish to be kept private or confidential from the Council.

The Council exercises the right to intercept emails and internet access under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 for the following reasons:

- To investigate or detect the unauthorised use of the systems,
- To maintain an adequate level of security for its computer systems;
- To detect any computer viruses; and,
- To check mailboxes of absent employees.

To exercise the Council's right under the Regulations, Godalming Town Council must have made all reasonable efforts to inform every person who may use the system that interception may take place. The Council believe that the communication of this policy to all employees meets this requirement.

## **7. PASSWORDS**

- All systems require an authenticated User ID/password combination prior to gaining access.
- Staff should change their password as required by the Council and if they believe their password has been compromised.
- Staff should keep their login details secure.
- A record of all logins, login IDs and passwords for all systems is to be maintained by the Support Services Executive to allow for business continuity. This record is to be maintained in a manuscript format and kept securely.
- It is the responsibility of all staff members to ensure that the Support Services Executive is kept informed of any changes or the creation of any new logins, login IDs or passwords.
- In order to protect information, appropriate passwords on sensitive or confidential data must be set and not disclosed to others except for the point noted above. Responsibility for the security of an individual staff member's password lies with the individual and they should not divulge it to anyone without the Town Clerk's express permission except as indicated above for business continuity purposes.
- Should any staff believe that a login, login ID or password is compromised, they should change it immediately and notify the Support Services Executive and Town Clerk who will take any appropriate further action to maintain the security of the system and the data contained therein.
- Any confidential documents should be encrypted prior to sending via e-mail – the password should be notified separately to the receiver.

## **8. COMPUTER USAGE**

- Computers should be fully shut down and turned off at the end of each day. This includes turning off the screens.
- To prevent unauthorised access to files by third parties eg. members of the public, staff should take appropriate actions/precautions to ensure that data is not accessible by members of the public.
- The computer systems are backed up regularly, however, staff must ensure their work is adequately saved in a secure location that is accessible for backup; desktops and local drives are not backed up.

## **9. MOBILE PHONE TEXTING**

- Texting should be avoided wherever possible. Text messages are the same as any other communication. They must not be illegal, discriminatory, obscene, pornographic or otherwise abusive or threatening messages.

## **10. APPROPRIATE USE AND MISUSE**

### **10.1 Misuse of Internet and E-Mail**

Misuse includes using electronic media for:-

- Creation, use, transmission or encouragement of material that breaches any existing law.
- Transmission of unsolicited commercial or advertising material.
- Obtaining unauthorised access to the Council's or another organisation's IT facilities.
- Violating the privacy of other people.
- Excessive personal use of the internet.
- Deliberately disrupting other users' work in any way, including by viruses or data corruption.
- Expressing personal views, which could be misinterpreted as those of the Council.
- Committing the Council to purchasing or acquiring goods or services without proper authorisation.
- Downloading copyrighted or confidential information, unless authorised. Downloading confidential and/or personal data from the Council's systems without the express permission of the Town Clerk is forbidden.
- Attempting to circumvent by any means the computer or network security.
- Attempting to discover another person's username and password, by any means.
- Installing any software by whatever medium (e.g. data sticks, data transfer) not virus checked and approved by the Council's IT providers.
- Using the computer systems for any activity not related to your work for the Council for personal financial gain.
- Failing to adhere to this policy.

This is not an exhaustive list, but is an indication of the types of conduct that may result in disciplinary action and possible dismissal.

### **10.2 Offensive and Illegal Material**

- a. Offensive material is anything, which is pornographic; involves threats or violence; promotes illegal acts, racial or religious hatred or discrimination of any kind. It also covers the use of material that is not in itself explicitly offensive, in a reckless manner such that it causes offence to a colleague.
- b. Use of the Council's facilities for accessing offensive material will be considered as gross misconduct.
- c. If illegal material is accessed, the Council will inform the Police and criminal prosecution may follow.
- d. Accidental access to undesirable web sites should not be a disciplinary matter. Such accidental access should be reported to the Town Clerk. Failure to report accidental access may be considered as a disciplinary matter.
- e. People receiving offensive or sexually explicit mail should not forward it to any person but should inform the Town Clerk immediately. Such material may not be identifiable

until an E-Mail is opened and in these cases, staff will not be held responsible provided they report it immediately.

- f. It is not permitted for any user of the Council's IT facilities to subscribe to inappropriate online services or subscription internet sites.

### **10.3 Private Use of Facilities**

- a. Staff may use their Internet connections for occasional private purposes provided that:
  - The use is reasonable;
  - It does not interfere with Council work;
  - It is not related to a personal business use;
  - It is not used for commercial purposes, including sale or purchase of goods and services;
  - It complies with this policy, including its provisions regarding misuse.
- b. The Town Clerk is responsible for monitoring time spent in personal use and deems it necessary may take appropriate action if required.

### **10.4 E-Mail**

- a. E-Mail should be regarded as public and permanent. It is never completely confidential or secure and, despite its apparent temporary nature, it can be stored, re-sent and distributed to large numbers of people.
- b. Sending an E-Mail is the same as sending a letter or publishing a document in law, so defamatory comments could result in legal action.
- c. It is easy to be misunderstood in E-Mail. People often treat it like telephone calls, but forget that the emotional meaning is often lost in text. Humour can be misinterpreted. E-Mail should be unambiguous.
- d. Careful consideration should be given to using bulk E-Mail to external individuals and organisations.
- e. Junk mail ("spam") is a hazard of Internet life. Staff should use the Panda security system to block notified spam.
- f. All external E-Mails must contain the Council's standard confidentiality clause.

## **11. INTERNET**

### **11.1 Connections**

All connections to the Internet, with the exception of those otherwise authorised, must be via the network to ensure that maximum control and protection is achieved.

### **11.2 Access**

Staff may only join newsgroups or electronically register with other organisations where they relate to professional or Council interest.

### **11.3 Virus Protection**

- a. Viruses can be transferred by files and E-Mail attachments and thereby threaten the security of the Council's network. E-Mail attachments should not be opened unless the

E-Mail is from a known source and the covering E-Mail refers to the attachment. If in any doubt staff should delete the email.

- b. If staff believe that their system has been or may be infected by a virus they should immediately notify the Council's IT provider.
- c. Virus protection software is installed onto each PC. It must not be disabled and the settings must not be altered in any way.

#### **11.4 Software**

- a. All licensing requirements, payment conditions and deletion dates associated with software must be met.
- b. Any software identified as causing problems to the functioning of a PC or the Council's network must be reported to the Council's IT provider.
- c. Appropriate screensavers may be used.
- d. All installation of software is to be conducted the Council's IT provider.

#### **12. PUBLICATION ON THE INTERNET**

- a. The Council's website and its network, are important parts of its external and internal communications. Staff are encouraged to contribute material to both and to seek innovative ways of using them to improve services and consultation.
- b. The Council's policy is to operate a single public website.
- c. The style and design of the public website is directed by Council policy. All providers of information must adhere to these standards.
- d. New material published on the Council website is subject to review and approval by the Town Clerk, who will resolve any queries.
- e. Each item of information should have its provider and date of publication identified.
- f. Anyone publishing material must not infringe another person's or organisation's copyright and permission must be obtained before using images, text or other material not produced by the Council.
- g. If links are desired between the Council's website and those of other organisations the link may only be made by the Support Services Executive. The site to be linked to will be contacted, as a courtesy, to make sure the Council is informed if the site address later changes.
- h. The Council owns the copyright to all of its own material. Anyone finding misuse of Godalming material, or its corporate identity on the Internet, should inform the Town Clerk.

#### **13. DISCIPLINARY ACTION OVER SOCIAL MEDIA USE**

Failure to follow this policy is a serious disciplinary offence, which could lead to dismissal. Disciplinary action may be taken regardless of whether or not the breach is committed during working hours and regardless of whether or not the Council's equipment or facilities are used for the purpose of committing the breach. Any staff member suspected of committing a breach of this policy will be required to co-operate with the Council's investigation, which

may involve handing over relevant passwords and login details. It could also lead to criminal or civil action if illegal material is involved or if legislation, for example the Data Protection Act 1998 or General Data Protection Regulations 2018 are contravened.

I agree to abide by the conditions as set out above.

Signed

Date

6. MANAGEMENT OF TOWN COUNCIL STAFF

**Introduction**

1. Recent experience and the advice of the Council's PR specialists suggest that the Council should formally adopt arrangements for the management of its staff that supplement and complement existing staffing policies. In particular it is necessary to agree arrangements for the line management of the Town Clerk as these have never been previously properly defined.
2. Suggested arrangements are set out below for consideration of the Staffing Committee. If agreed by the Committee it is suggested that it would be appropriate for the Committee to make recommendations to the Full Council for their adoption.

**Management of the Town Clerk**

3. It is essential that there is a formal and regular link between the Town Clerk as the Council's senior employee and representative(s) of the Council as employer so that the needs and aspirations of both groups can be understood and discussed and objectives set and progress monitored. Proposals for achieving this are set out the following paragraphs.
4. The responsibility for line management of the Town Clerk on behalf of the Council will be shared by the Chairman of the Staffing Committee and the Chairman of the Policy & Management Committee. They will jointly undertake the Town Clerk's annual appraisal and will also arrange to meet with the Town Clerk on at least a quarterly basis to review progress against agreed objectives and to discuss any other staffing issues that either the Town Clerk or the two Chairmen wish to raise.
5. Outside of the formal appraisal and review process described in 4 above, it is anticipated that there will be a range of staffing related issues that the Town Clerk may wish to discuss with members both to seek a view on and to seek support on. The Chairman of the Staffing Committee will act as the employer representative and support to the Town Clerk in these circumstances.

**Management of other staff**

6. The overall responsibility for the general management of staff employed by the Town Council will rest with the Town Clerk as the Council's principal officer. Specific day to day management of individual members of staff will be in accordance with arrangements described in their contracts of employment and the Council's staffing policies. Individual members of the Council should not seek to interfere in these arrangements and any concerns on this account should be raised initially by the Town Clerk with the Chairman of the Staffing Committee.
7. In discharging his/her role the Town Clerk can, when considered necessary, seek support and guidance from members in accordance with arrangements set out in paragraphs 4 and 5 above. Professional advice can also be accessed by the Town Clerk, on behalf of the employer, in accordance with any contracts that may exist with an external organisation to provide such advice.
8. Without prejudice to the arrangements set out in this paper or to the staffing policies of the Council, it is suggested that it would be good practice for the Chairman of the Policy & Management Committee and the Chairman of the Staffing Committee to meet periodically

with all staff to give them an opportunity to hear directly about the Council's policies and plans and to be able to offer views and raise questions directly with members.



## **ABSENCE & SICK PAY POLICY**

### Policy Statement

Godalming Town Council is committed to maintaining the health, well-being and attendance of all employees. We value the contribution our employees make to the delivery of quality services to our community. So, when any employee is unable to be at work for any reason, we miss that contribution. This absence policy explains what we expect from managers and employees when handling absence.

Additionally, this policy outlines the payments made to an employee when they are absent due to sickness – this includes injury or disability. The policy aims to ensure fair, equitable and consistent treatment of staff.

This policy has been developed in consultation with employees and we welcome the continued involvement of employees in implementing this policy.

## **ABSENCE POLICY**

### Key Principles

The organisation's absence policy is based on the following principles:

1. As a responsible employer we undertake to provide payments to employees who are unable to attend work due to sickness. (See the Godalming Town Council Terms & Conditions of Employment).
2. Regular, punctual attendance is an implied term of every employee's contract of employment – we ask each employee to take responsibility for achieving and maintaining good attendance.
3. Open communication between managers and employees is encouraged.
4. We will support employees who have genuine grounds for absence for whatever reason. This support includes:
  - a. 'special leave' for necessary absences not caused by sickness
  - b. a flexible approach to the taking of annual leave
  - c. access to counsellors where necessary
  - d. rehabilitation programmes in cases of long-term sickness absence.
5. We will consider any advice given by the employee's GP on the 'Statement of Fitness for Work'. If the GP advises that an employee 'may be fit for work' we will discuss with the employee how we can help them get back to work – for example, on flexible hours, or altered duties.
6. We will use an occupational health adviser, where appropriate, to:

- a. help identify the nature of an employee's illness
- b. advise the employee and their manager on the best way to improve the employee's health and well-being.

and employees will be expected to attend referral meetings with an occupational health adviser if asked to do so.

7. The Town Council's disciplinary procedures will be used if an explanation for absence is not forthcoming or is not thought to be satisfactory.
8. We respect the confidentiality of all information relating to an employee's sickness. This policy will be implemented in line with all data protection legislation and the Access to Medical Records Act 1988.

### Notification of Absence

If an employee is going to be absent from work they should speak to their manager or deputy within an hour of their normal start time. They should also:

- Give a clear indication of the reason for absence (and the nature of the illness if applicable) and
- A likely return date.

The manager will check with the employee if there is any information they need about their current work. If the employee does not contact their manager by the required time the manager will attempt to contact the employee at home.

An employee may not always feel able to discuss their medical problems with their line manager. Managers will be sensitive to individual concerns and make alternative arrangements, where appropriate. For example, an employee may prefer to discuss health problems with a person of the same gender.

### Evidence of Incapacity

Employees can self-certify for the first seven days sickness absence. Thereafter a 'Statement of Fitness for Work' is required to cover every subsequent day. In appropriate cases sick pay will be terminated or suspended where certification requirements are not met. A 'Statement of Fitness for Work' will be required for any sickness absence which occurs while the employee is on annual leave (and where the employee wishes to substitute sick leave for the annual leave).

If absence is likely to be protracted, ie more than four weeks continuously, there is a shared responsibility for the Town Council and the employee to maintain contact at agreed intervals.

Exceptionally, if the employer is concerned at the frequency of an employee's absence, or their account of their reasons for absence, the employee may be required to submit a 'Statement of Fitness for Work', rather than self-certificates, from their first day of absence. In such cases the Council will meet the cost of any fee charged.

### 'May be fit for some work'

If the GP advises on the Statement of Fitness for Work that an employee 'may be fit for work' we will discuss with the employee ways of helping them get back to work. This might mean talking about a phased return to work or amended duties. This discussion will take place as an informal meeting between the manager and the employee (although, depending on the circumstances, the manager may need to seek advice and/or make an occupational health referral).

If it is not possible to provide the support an employee needs to return to work – for example, by making the necessary workplace adjustments – or an employee feels unable to return then the Statement will be used in the same way as if the GP advised that the employee was ‘not fit for work’.

Return to Work Discussions

Managers will discuss absences with employees when they return to work to establish:

- The reason for, and cause of absence
- Anything the manager or the council can do to help
- That the employee is fit to return to work.

If an employee’s GP has advised that they ‘may be fit for work’ the return to work discussion can also be used to agree in detail how their return to work might work best in practice.

A More Formal Review will be Triggered by:

- Frequent short-term absences;
- Long-term absence; or
- Any other pattern of absence that causes the manager concern.

This review will look at any further action required to improve the employee’s attendance and well-being and will be conducted as a formal meeting (with the employee having the right to be accompanied). A written record of the review will be kept.

## SICK PAY POLICY

1. If an employee is absent from work due to illness (this includes injury or other disability), a payment is made to make Statutory Sick Pay up to full pay and in accordance with the following scale.

**Employees are entitled to receive sick pay for the following periods:**

<b>Continuous Service</b>	<b>Sick Pay</b>
During 1st year of service	1 month’s full pay and, after completing 4 months’ service 2 months’ half pay
During 2nd year of service	2 months’ full pay and 2 months’ half pay
During 3rd year of service	4 months’ full pay and 4 months’ half pay
During 4th and 5th year of service	5 months’ full pay and 5 months’ half pay
After 5 years’ service	6 months’ full pay and 6 months’ half pay

2. **Normal Pay:** Normal pay includes all earnings that would be paid during a period of normal working, but excluding any payments not made on a regular basis.
3. **Eligibility, Rate of Pay and Duration:** To be eligible for sick pay, the employee must comply with the Absence Policy. Sick pay will not be paid for absences which are not covered by an appropriate sickness certificate. The Council reserves the right to withhold pay for periods of unauthorised absence.
  - a. Employees can self-certify for the first seven days sickness absence. Thereafter a 'Statement of Fitness for Work' is required to cover every subsequent day.
  - b. For all absences, up to and including seven days, on returning to work, the employee is to provide the Town Clerk a signed statement detailing the reasons for absence, signed statements are to be retained on an employee's personnel file for 12 months. (Blank Statement forms are available from the Support Services Executive)
  - c. A 'Statement of Fitness for Work' will be required for any sickness absence which occurs while the employee is on annual leave, an employee shall be regarded as being on sick leave from the date of the 'Statement of Fitness for Work' (If required, The Council will reimburse the cost of a Statement of Fitness for Work covering a period of seven days or less).
  - d. The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence is calculated by deducting from the employee's entitlement on the first day the number of days of paid absence during the preceding twelve months. (NB: for sick pay purposes; a month is equivalent to 22 working days, pro rata for part time staff).
  - e. In the case of full pay periods, sick pay will be an amount which when added to Statutory Sick Pay and Incapacity Benefit, Employment and Support Allowance or equivalent social security benefit receivable will secure the equivalent of normal pay.
  - f. In the case of half pay periods, sick pay will be the amount equal to half normal earnings plus an amount equivalent to Statutory Sick Pay and Incapacity Benefit, Employment and Support Allowance or equivalent social security benefit receivable, so long as the total sum does not exceed normal pay.
  - g. The Employment and Support Allowance or equivalent social security benefits to be taken into account for the calculation of sick pay are those to which an employee is entitled on the basis the employee has satisfied so far as is possible:
    - i. the conditions for the reporting of sickness as required by the council
    - ii. the claiming of benefits
    - iii. the obligation to declare any entitlement to benefits and any subsequent changes in circumstances affecting such entitlement.
  - h. In exceptional circumstances, the Staffing Committee has the power to extend the period of full or half-day pay at their discretion.
4. **Car User Allowance/Travel Allowance:** If an employee is absent from work due to sickness for a period exceeding three months the following element of their pay will stop:
  - Essential Car User Allowance
  - Work Place First Aider Payment
  - Out of hours enhancement payment

5. **Phased Return:** The employee's salary will be calculated on a pro rata basis to reflect their hours worked during a phased return. The remainder of the time will be recorded and paid as Sick Pay, if eligible.
6. **Third Party Damages:** An employee who is absent as a result of an accident shall not be entitled to an allowance if damages may be received from a third party in respect of the accident.
  - a. In this event, The Staffing Committee would authorise a payment to the employee equivalent to the sickness payment which would normally be paid under the Sick Pay Policy. The employee will sign an agreement to refund to the Council the equivalent payment from the amount of damages paid to them by the third party, or a proportion of the payment if the damages paid do not cover the full amount.
  - b. Any period of absence in this case, where a refund of the payment advanced is repaid in full, will not be recorded as sickness absence. If the payment is only repaid in part, then the period of absence not refunded will be recorded as sickness absence.
7. **Pay During Notice period**
  - a. Where notice is given to an employee that their employment is to be terminated by GTC whilst they are on sick leave, pay during the notice period will be notice pay (i.e. full pay) and not sick pay.
  - b. If an employee resigns their post whilst they are on sick leave, they will remain on sick pay during their notice period and conditions of the sick pay policy apply in the usual way.
8. **Non-payment of Sick Pay:** Sick pay may not be paid when the absence is due to:
  - an employee's own misconduct or neglect
  - deliberate conduct prejudicial to recovery
  - active participation in professional sport
  - injury while working in the employee's own time on their account for private gain or for another employer

The above decision will be made by The Staffing Committee.

The employee shall be advised of the grounds for suspension of Sick Pay and shall have a right of appeal. Such appeals will be heard by an independent panel chaired by the Mayor, plus two other elected councillors not serving on the Staffing Committee. If the panel concludes that the grounds were justified then the employee shall forfeit the right to any further payment in respect of that period of absence.

Repeated abuse of the sickness scheme should be dealt with under the disciplinary procedure.

9. **Occupational disease/accident at work:** Absence in respect of normal sickness is entirely separate from absence through occupational disease, accident or assault arising out of or in the course of employment with the Council. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme.
10. **Infectious Disease:** An employee who is prevented from attending work because of contact with infectious disease shall be entitled to receive normal pay and the period of absence will not be recorded as sickness absence under this policy.
11. Related Information: Statutory Sick Pay Information (<https://www.gov.uk/statutory-sick-pay>)



## LEAVE POLICY

(To be read in conjunction with the Absence & Sick Pay Policy)

**Policy Statement:** The aim of this policy is to outline the leave entitlement of an employee. The Policy aims to ensure fair, equitable and consistent treatment of staff and is based on The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”)

1. **Introduction:** The Council takes a positive view on work/life balance issues and believes that employees should take responsibility for regularly taking annual leave to ensure their own health, safety, and wellbeing in accordance with the Working Time Directive. The Council recognises that every individual, may, at some point, be challenged by unplanned and unexpected events or sudden ‘life events’ which can affect not only the individual’s work but may also impact on other colleagues. The Council’s Leave Policy provides a range of options to assist staff to meet these challenges, whilst ensuring the proper functioning of the Council’s services.

### PART ONE – ANNUAL LEAVE ALLOWANCE

#### 2. Leave Year Guidelines:

- The Council’s leave year runs from 1 April to 31 March.
- Leave must be taken at times agreed with the employee’s Line Manager.
- Annual leave should be planned over the year and not “saved” until the end of the financial year.
- Staff should give consideration to the operational needs of the Council prior to making an annual leave request. Every effort will be made to accommodate requests for annual leave. However, during peak operating periods or when planned major civic events are taking place, approval of leave requests will be at the Town Clerk’s discretion.
- Except as required by specific legislation, i.e. maternity leave, requests for annual leave should be made in a timely manner with, under normal circumstances, a minimum of 3 days’ notice for leave periods up to 5 days and 3 weeks’ notice for periods over 5 days.
- In the normal course of events, requests for annual leave should be made no more than 12 months in advance of the planned leave. However, where a special event is being planned an exemption may be granted by the Town Clerk. **Employees are reminded not to pre-book any holiday prior to approved leave being granted.**
- The maximum single period of leave, under normal circumstances, will be two weeks. Requests for longer periods of leave will require the approval of the Staffing Committee. Such requests should be made in writing to the Town Clerk a minimum of 3 months prior to the requested leave to allow such requests to be put to the Staffing Committee (if exact dates are not known, the request should state an approximate range of dates).
- Any employee not having taken at least 18 days of their Annual Leave Allowance (ALA) by 31 January will be required to submit a leave plan which provides for a minimum of 28 paid leave days to have been taken by 31 March. (18 days ALA, 2 Statutory Days plus 8 Public Holidays = 28 Days) pro rata for part time employees.

- All leave should be taken within the current leave year. In **exceptional circumstances**, employees may be allowed to carry over a maximum of five days untaken leave into the following year. Staff must request prior approval of the Town Clerk no later than 31 January in order to carry over unused leave. The Town Clerk will require approval of the Chairman of the Staffing Committee in order to carry over unused leave.
- Legitimate 'exceptional circumstances' could include:
  - Workload – covering for other staff absences (other than normal annual leave) for more than 4 weeks.
  - Preparing for a successor or succession
  - Undertaking additional duties (either temporarily or permanently) which the Staffing Committee, upon review, deem not to have been sufficiently resourced.
- Subject to the above, and the provisions of the Council's Sick Pay and Maternity/Paternity/Adoption Leave Policies, any untaken leave will be lost and employees will not be entitled to pay in lieu of untaken leave
- Except where allowed by Employment Rights Act 1996 (Time Off for Dependents) leave taken without the prior approval of the employee's Line Manager will be classified as unauthorised absence and may result in pay being withheld, and/or disciplinary action being taken.

3. **Legal Requirement under the Working Time Amendment Regulations:** The Council's minimum leave allowances (21 days annual paid leave, 2 days extra statutory days plus 8 public holidays) exceeds the 28 days minimum annual leave required under the working time amendment regulations 2007. It is a statutory requirement that staff take a minimum of 28 days' paid annual leave each year.

4. **Public Holidays:** Employees shall, irrespective of length of service, be entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur.

5. **Annual Leave:** The minimum paid annual leave entitlement for a full-time employee is twenty-one days with a further four days added to the next leave year after five years of eligible continuous service (pro rata for part time employees). For the purposes of entitlements regarding Annual Leave, the Occupational Sickness Scheme and the Occupational Maternity Scheme continuous service will include continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies. Further guidance relating to the definition and calculation of eligible continuous service is detailed in 'The Green Book'

6. **Extra Statutory Holidays:** Employees shall have an entitlement to two extra statutory days holiday, these 'statutory days' are to be used during the Christmas to New Year closure period.

7. **Calculation of Annual Leave Entitlement:** The annual leave entitlement of employees leaving or joining The Council is proportionate to their completed service during the leave year. Deductions from an employee's final salary payment will be made for any leave taken in excess of entitlement.

For the purpose of calculating leave (annual, public and extra statutory holidays) entitlements may, where necessary, be expressed in hours over the leave year.

8. **Christmas to New Year Holiday Closure:** Godalming Town Council will follow the 'Council Office Closure' schedule set by Waverley Borough Council. If the Christmas Office Closure covers a period in excess of public holidays plus the two statutory days' holiday detailed above, staff will be required to allocate any additional days against either their ALA or 'accrued' TOIL. Notice of the number of days required to be set against this requirement will be announced no later than 31 October. It should be noted that due to the operational requirements of Godalming

Town Council or the Godalming Joint Burial Committee, it may not be possible to grant all staff leave during the entire shut down period, in which case appropriate adjustments to leave records will be made.

9. **Time off for Religious Festivals or Observations:** Wherever possible, the Council shall endeavour to accommodate requests for time off for religious festivals or observations which are not covered by statutory public holidays. Employees must use their annual leave entitlement for this purpose.
10. **Procedure for Obtaining Approval and Recording of Leave:** An employee's Line Manager must approve all paid leave in advance. Staff wishing to take paid leave should follow the procedure set out below:
  - Having discussed and agreed the dates with their Line Manager, staff are to enter the agreed leave dates onto their leave card held by the Support Services Executive. Alternatively, having agreed the dates with their Line Manager, remote workers may email the dates to the Support Services Executive for entry into the leave record book.
  - The Support Services Executive will present the relevant leave cards to the appropriate Line Manager for authorisation of the request as soon as practicable. On authorising leave, Line Managers are to inform the staff member that their leave request has been granted.
  - If approved, the Services Support Executive will update the details of the leave onto the staff leave calendar (shown on Microsoft Outlook for ease of reference by Line Managers and other staff).
  - Line Managers are to inform staff, in person, within 72 hours of a decision not to authorise a period of leave. The date and time the staff member was informed of the decision is to be recorded on the appropriate leave record card.
  - Upon notification from a Line Manager, the Support Services Executive is to record on an individual's leave record card any occasion where a staff member was required to work on a Public Holiday.
  - If an employee wishes to make a complaint regarding the application of the procedure, they should do so within the provisions of the Councils Grievance Procedure.

## **PART TWO – SPECIAL FORMS OF LEAVE**

11. **Public Duties:** Paid leave of absence will be granted for employees undertaking jury service or serving on public bodies or undertaking public duties. Where an allowance is claimable for loss of earnings the employee should claim and pay the allowance to the Council.
12. **Election Duties:** Employees who act as presiding officers, poll clerks or counting officers may request to take an additional leave day to carry out these duties. Employees should consult the Town Clerk and obtain permission, which should not be unreasonably withheld, before accepting the appointment.
13. **Legislative Background:** The Council recognises and abides by the current legislation regarding Maternity, Paternity, Adoption and Parental leave (Work and Families Act 2006). In the event that an eligible employee is seeking to take any of the aforementioned leave they should, at the earliest opportunity, discuss their plans with their Line Manager who will be able to seek further advice on leave entitlements, pay rates and the legislation which is current at the time.
14. **Occupational Maternity Scheme:** The Occupational Maternity Scheme, as detailed in 'The Green Book' shall apply to all pregnant employees regardless of the number of hours worked per week. The Council will engage the services of an appropriate HR Services Provider in order to manage all Occupational Maternity Scheme requirements.

15. **Health & Safety in Pregnancy:** On receipt of written notification from an employee that she is pregnant, the Town Clerk should carry out a risk assessment. The employee and relevant Line Manager should be fully informed of any risks identified. The Line Manager and employee have an on-going responsibility to monitor any potential risks that may be present.
16. **Ante-Natal Care:** Any pregnant employee has the right to paid time off to attend ante-natal appointments and must produce evidence of appointments if requested to do so. Wherever possible these should be arranged outside of core time.
17. **Maternity Support Leave:** Five days paid leave shall be granted to the child's father or the partner or nominated carer of an expectant mother at or around the time of birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth.
18. **Adoption Leave:** Adoption support leave of five days with pay shall be granted to the partner or nominated carer of the primary adopter at or around the time of placement. A nominated carer is the person nominated by the primary adopter to assist in the care of the child and to provide support to the primary adopter at or around the time of the placement.
19. **Parental Leave Scheme:** In accordance with the arrangements for parental leave under the Maternity and Parental Leave etc. Regulations 1999, the Council has adopted the NJC model parental leave scheme as detailed in 'The Green Book'. The Council will engage the services of an appropriate HR Services Provider to advise on the details of the Parental Leave Scheme as and when required.
20. **Carer Leave:** Godalming Town Council recognises that a flexible and supportive approach is required for those who have care responsibilities for others. Special leave may be granted in the following circumstances:

Serious illness of a Husband, Wife, Partner, Son / Daughter or a close family member who requires constant care and attention in their own home, where no other care arrangements can be made or normal care arrangements have broken down, for example a person living alone recovering from an operation.

Up to five days with pay may be granted at the discretion of the Town Clerk in accordance with the individual circumstances of the case. These additional days paid leave will not normally be granted until employees have exhausted any outstanding annual leave entitlement (based on the pro-rata calculation of the full annual entitlement on the date of request).

In cases of family sickness other than serious illness, consideration will be given to allowing the employee flexibility for start, finish and lunch times to allow them to care for their Husband, Wife, Partner, Son, Daughter or a member of their close family.

The Council's Carer Leave Scheme should be used in circumstances where the illness relates to someone who is normally directly dependant upon the employee for domestic support.

21. **Time off for Medical Screening and Other Medical Appointments:** Wherever possible, visits to a GP and other routine medical appointments should be made outside working hours.

Where this is not possible, appointments should be made to minimise the extent of absence from work, for example, either at the beginning or end of the working day. Paid leave of up to two hours may be granted at the discretion of the Town Clerk, time off in excess this period will be permitted, subject to the employee making up the hours lost.

Employees having to attend hospital, clinic appointments or work related medical appointments (e.g. sight tests or occupational health) where the timing of the appointment(s) is beyond their control will be able to attend these appointments during the working hours with no expectation to make up the hours lost.

Necessary paid time off will be granted for the purpose of cancer screening.

22. **Special Leave:** Additional leave with or without pay may be granted in special circumstances at the discretion of the Staffing Committee, such requests are to be made in writing to the Town Clerk.
23. **Compassionate Leave:** The Town Clerk may grant up to three days' compassionate leave to help an employee cope with the serious illness or death of an immediate family member. Compassionate Leave in excess of these discretionary three days will, in the first instance, be recorded against Annual Leave. The Staffing Committee may, in exceptional circumstances, authorise all or part of the Annual Leave used for compassionate leave to be credited back to the employee's outstanding leave balance. The Staffing Committee's decision in this instance is final.
24. **Funerals:** An additional Compassionate Leave day may be granted for attendance at the funeral of an immediate family member; Spouse or Partner, Parent (birth, adoptive or step-parent), Child (birth or adopted) or Sibling (including step sibling).
25. **Time Off for Dependants:** Under the Employment Rights Act 1996, all employees (regardless of their length of service) have the right to take a reasonable amount of **unpaid** time off work in order to deal with particular unexpected emergencies affecting their dependants.

A dependant is:

- A spouse;
- A civil partner;
- A child;
- A parent;
- A person who lives with the employee other than as his or her employee, tenant, lodger or boarder;
- Any other person who would reasonably rely on the employee for assistance if he or she fell ill or was injured or assaulted, or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury; or
- In relation to the disruption or termination of care for a dependant or any other person who reasonably relies on the employee to make arrangements for the provision of care.

Under this provision, an employee is entitled to take time off work:

- Where a dependant falls ill, gives birth, or is injured or assaulted;
- To provide assistance following the death of a dependant;
- Where there has been an unexpected disruption to, or termination of, the arrangements for the care of a dependant; and
- To deal with an emergency relating to a child of the employee that occurs unexpectedly at a child's school.

Although there is no requirement to give notice the employee must, as soon as possible, tell their Line Manager the reason for their absence and how long they expect to be away from work.

Exceptionally, consideration will be given to events which may be foreseen, but which are of a serious nature such as to make the presence of the employee necessary, for example, time off to settle an elderly relative into a care home or to attend a hospital appointment or planned operation with a child/partner. Such requests should be made to the Town Clerk for

determination in consultation with the Chairman of the Staffing Committee.

26. **Time Off In Lieu:** For staff members above pay point 28, unless otherwise agreed as part of employment particulars, additional hours worked outside of an individual's normal working hours will be compensated for by Time Off In Lieu (TOIL). The points set out below govern the accrual and taking of TOIL.

- Unless otherwise approved and authorised by the Staffing Committee, TOIL will be granted at single rate when a member of staff is required to work outside their normal hours to service weekday meetings or to attend weekday Civic, Mayoral or approved external events.
- Staff attending weekday evening meetings or weekday Civic, Mayoral or approved external events will receive single TOIL with an additional hour to cover travel time, meeting preparation and clear-up.
- Staff shall be granted single TOIL in 30 minute blocks, rounded up to the next half hour.
- For meetings started during the employee's normal working day and proceeding beyond the end of the working day, single TOIL will be granted in 30 minute blocks up to the next half hour, plus 30-minute clear-up.
- Staff attending weekend meetings or weekend Civic, Mayoral or approved external events will receive TOIL at time and a half for the duration of their involvement /requirement to be in attendance at the event plus an additional hours' travel time, set-up/clear down time.
- Employees are to report TOIL hours to the Support Services Executive, who will maintain the TOIL log, recording the date of accrued toil, the amount of toil time claimed, employees accumulated TOIL, date TOIL taken, balance of TOIL remaining. Once recorded in the TOIL log, the entry is to be authorised by the appropriate Line Manager.
- Whilst all staff should aim to take TOIL as soon as practicable after the date of accrual, in recognition of the relatively small number of employees at the Town Council and the resulting difficulty of taking time off, TOIL may be accrued in blocks not exceeding 22.5 hours (three working days).
- Toil in excess of 7.5 hours or more is to be requested and recorded using the same procedure as when requesting Annual Leave, with the added requirement that once approved by the Line Manager, the leave card is counter signed by the Support Services Executive to indicate that sufficient TOIL is available to support the request and that the accrued TOIL balance has been adjusted accordingly.
- Toil of less than 7.5 hours is to be requested from the appropriate Line Manager, who will inform the Support Services Executive in order for it to be recorded in the TOIL log.
- The Town Clerk will inform the Chairman of the Staffing Committee before taking TOIL in excess of 4 hours.
- TOIL is to be taken in 30 minute blocks and TOIL is not to be used in advance of the hours being accrued.
- Except by specific agreement of the Staffing Committee, TOIL cannot be 'brought back'.

### **PART THREE – IMPLICATIONS ON PENSION CONTRIBUTIONS**

27. **Unpaid Leave:** If employees are granted unpaid leave of absence or leave on reduced pay (including parental leave).

**For the first 30 days:** Full LGPS membership continues to build up during this period but the employee must pay the pension contributions that would have been paid had she/he been at work.

**After 30 days:** This period will not count as pension scheme membership unless the employee opts to pay for it to do so. For the period to count as pensionable service he/she can elect to pay pension contributions for the whole period (up to a maximum absence period of 36 months) by taking out a Shared Cost Additional Pension Contribution (SCAPC) contract in order to maintain their full pension benefits. If the employee wishes to do this they must notify the RFO

in writing within 30 days of their return to work (or within 30 days of leaving work if they do not return). Details of the cost of buying back the 'lost' pension can be obtained from the Pension Scheme; please ask the RFO for details.

28. **Maternity Leave:** Local Government Pension Scheme rules dictate that the employer pays pension contributions throughout Ordinary Maternity Leave (OML), whether or not the employee actually receives any pay. The employer's contributions will be based on what the employee would have been earning had she been working normally. The employee will also pay contributions but these will be based on the pay that she actually receives. If she receives no pay during this period, for example because she does not qualify for SMP, she will not have to pay any contributions but the period will still count as service under the scheme.

During Additional Maternity Leave (AML), pension contributions will continue to be made during the period when the employee is receiving SMP but not during any period of unpaid additional maternity leave. The employee can, however, choose to pay contributions for this unpaid period, in which case this period of service will count as pensionable service. The employee's contributions will be based on the pay they received immediately before unpaid leave began. The Council's contributions will be based on notional full pay. If the employee decides to pay their contributions, they must inform the RFO within 30 days of their return from maternity leave or, if the employee does not return, the last day of their employment.

29. **Unpaid Paternity Leave:** Local Government Pension Scheme rules dictate that, during Ordinary or Additional Paternity Leave, pension contributions will continue to be made during the period when the employee is receiving pay (full pay during Maternity Support Leave or Ordinary/Additional Statutory Paternity Pay) but not during any period of unpaid Additional Paternity Leave. The employee can, however, choose to pay contributions for this unpaid period, in which case this period will count as pensionable service. The employee's contributions will be based on the pay they received immediately before unpaid leave began. The Council's contributions will be based on notional full pay. If the employee decides to pay their contributions they must inform the RFO within 30 days of their return from adoption leave or, if the employee does not return, the last day of their employment.

30. **Adoption Leave:** Any period of Ordinary Adoption Leave will count as service for the purposes of the Local Government Pension Scheme. During this time, the employee will pay pension contributions on any Statutory Adoption Pay (SAP) and/or occupational adoption pay that they are entitled to. The employer will pay contributions based on the employee's notional full pay.

During Additional Adoption Leave pension contributions will continue to be made during the period when the employee is receiving SAP but not during any period of unpaid additional adoption leave. The employee, however, can choose to pay contributions for this unpaid period, in which case this period will count as pensionable service. The employee's contributions will be based on the pay they received immediately before unpaid leave began. The Council's contributions will be based on notional full pay. If the employee decides to pay their contributions they must inform RFO within 30 days of their return from adoption leave or, if the employee does not return, the last day of their employment.

31. **Industrial Action:** If employees who are LGPS members are absent from work due to industrial action they will also have the option to buy back the 'lost' pension by making an Additional Pension Contribution. In order to do so they must write to the RFO, however, there is no time limit and the entire cost will be met by the employee.

**GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2017 TO DECEMBER 2017**

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	CUMULATIVE	2016/17	2015/16	2014/15	2013/14
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours				
Available Working Hours	587.4	641.6	671.2	646.6	671.2	646.6	888.0	888.0	776.0	<b>6,416.6</b>	10,116.6	10,944.6	9,281.1	8,610.8
Annual Leave Taken	30.4	49.4	77.7	96.2	96.2	88.8	77.7	64.2	37.0	<b>617.6</b>	1,056.6	1,132.2	994.6	927.3
Sick Leave Taken	-	-	-	-	-	-	-	22.2	-	<b>22.2</b>	33.3	547.7	404.2	47.3
Other Authorised Absence	1.0	-	-	-	-	-	-	-	-	<b>1.0</b>	17.2	32.8	32.0	12.5
Net working hours	556.0	592.2	593.5	550.4	575.0	557.8	810.3	801.6	739.0	<b>5,775.8</b>	9,009.5	9,231.9	7,850.3	7,623.7
Net working hours as % of available hours	95%	92%	88%	85%	86%	86%	91%	90%	95%	<b>90%</b>	89%	84%	85%	89%
Sick Leave as a % of Available Hours	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.5%	0.0%	<b>0.3%</b>	0.3%	5.0%	4.4%	0.5%
Annual Leave taken as a % of Total Annual Leave	3%	5%	7%	9%	9%	8%	7%	6%	4%	<b>59%</b>	84%	82%	84%	83%

Notes:

Annual Leave 2017/18 - Full Year										<b>930.2</b>	1051.6	1154.4	992.6	936.5
Annual Leave b/f from 2016/17										<b>118.6</b>	199.8	181.3	186.4	177.2
Total Annual Leave Available - Full Year										<b>1048.8</b>	1251.4	1335.7	1179.0	1113.7

All figures are expressed in hours

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

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