

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

7 February 2020

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 13 February 2020 at 7.15pm, or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

Andy Jeffery
Town Clerk

Committee Members: Councillor Ashworth
Councillor Cosser
Councillor Duce – Vice-Chair
Councillor Hullah – Chair
Councillor Williams
Chair of Policy & Management (*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 November 2019, 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 committee's work programme, copy attached for the information of Members.

5. STAFF ABSENCES & TOIL

In accordance with Standing Order 146 a summary report of staff absences for year to 31 January 2020 is attached for the information of Members

6. JOB DESCRIPTION

Recommendation – Members to resolve to approve the updated job description for the position of Town Clerk.

As part of the appraisal process it was identified that the Town Clerk's job description required updating to reflect current the existing organisation structure and operational procedures and practices. Members to review the updated job description (attached for the information of Members) and if agreed resolve to approve the amendments.

7. **ORGANISATION CHART – ITEM FOR DECISION**

Members to review the attached organisation chart which reflects the current operational structure and, if approved, authorise its use within GTC documentation.

8. **STAFF OBJECTIVES – ITEM TO NOTE**

Members to note the attached confidential reports relating to staff objectives.

9. **REVIEW OF DOCUMENTATION – ITEM FOR DECISION**

Recommendation – Members to consider the adopted documents detailed below and if appropriate resolve to approve amendments to Full Council.

Employee Code of Conduct

Members are requested to consider the adopted Employee Code of Conduct (attached for the information of Members) and if appropriate recommend amendments.

Social Media Policy

Members are requested to consider the adopted Social Media Policy (attached for the information of Members) and if appropriate recommend amendments.

Code of Conduct – IT

Members are requested to consider the adopted Code of Conduct – IT (attached for the information of Members) and if appropriate recommend amendments.

DBS Data Handling Policy

Members are requested to consider the adopted DBS Data Handling Policy (attached for the information of Members) and if appropriate recommend amendments.

Recruitment of Ex-Offenders' Policy

Members are requested to consider the adopted Recruitment of Ex-Offenders' Policy (attached for the information of Members) and if appropriate recommend amendments.

Recruitment of Ex-Offenders' Statement

Members are requested to consider the adopted Recruitment of Ex-Offenders' Statement (attached for the information of Members) and if appropriate recommend amendments.

10. **MAINTENANCE STAFF – ITEM TO NOTE**

Members to receive an update from the Town Clerk on integration and employment of the Grounds and Buildings Maintenance Operatives.

11. **PAY AWARD 2020 – ITEM TO NOTE**

Members to note the attached letter issued on 23 January 2020 from the Employers' Secretary of the National Employers Side of the National Joint Council.

12. **WILFRID NOYCE CARETAKING DUTIES**

Members to receive an oral report from the Town Clerk.

13. **COMMUNICATIONS ARISING FROM THIS MEETING**

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

14. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 14 May 2020 at 8.10pm, or at the conclusion of the preceding Audit Committee, whichever is later.

15. ANNOUNCEMENTS

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

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
TC Quarterly meeting	Chair of Staffing & Leader of Council to hold quarterly meeting with TC	14 Jan 2020	1
Staff Meeting	Chair of Staffing & Leader of the Council to attend staff meeting	17 Dec 2019	2
Set Date for Staff Appraisals	Chair of Staffing & P&M to conduct TC annual appraisal – Item on this Agenda	26 Nov 2019	3
Review of staffing & employment policies to establish statutory requirement and best practice	TC to seek guidance from SLCC and SSALC		4
Modern Slavery Policy	Check WBC policy		5
Annual Report of HR Services	Town Clerk to report on annual usage and cost of external HR Support	Due February 2020	6

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
Employee Code of Conduct	13 September 2018	On this agenda
Dignity at Work Policy	13 September 2018	7 November 2019
Fire Safety Precautions and Emergency Procedures	15 November 2018	30 January 2020 Deferred until completion of office move
First Aid Policy	15 November 2018	30 January 2020 Deferred until completion of office move
Lone Working Policy	15 November 2018	30 January 2020 Deferred until completion of office move

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
Code of Conduct – IT Facilities	22 March 2018	On this agenda
Social Media Policy	22 March 2018	On this agenda
DBS Data Handling Policy	15 November 2018	September 2020 Brought forward to this agenda
Recruitment of Ex-Offenders Policy	15 November 2018	November 2020 Brought forward to this agenda
Recruitment of Ex-Offenders Policy Statement	15 November 2018	November 2020 Brought forward to this agenda
Appraisal Scheme	28 March 2019	March 2021
Absence & Sick Pay Policy and Procedure	4 July 2019	July 2021
Leave Policy	4 July 2019	July 2021

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2019 TO JANUARY 2020

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	CUMULATIVE	2018/19	2017/18	2016/17
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
Available Working Hours	880.6	858.4	820.4	910.2	930.0	845.0	1,434.2	1,168.2	1,250.6	1,376.4	10,474.0	10,865.6	9,005.6	10,116.6
Annual Leave Taken	22.2	49.0	173.9	205.7	195.9	113.2	70.7	77.7	203.5	88.8	1,200.6	1,338.8	873.6	1,056.6
Sick Leave Taken	-	-	-	-	-	7.4	62.2	-	7.4	11.1	88.1	67.5	106.6	33.3
Other Authorised Absence	4.7	-	-	-	-	2.0	1.0	2.0	-	-	9.7	4.0	2.0	17.2
Net working hours	853.7	809.4	646.5	704.5	734.1	722.4	1,300.3	1,088.5	1,039.7	1,276.5	9,175.6	9,455.3	8,023.4	9,009.5
Net working hours as % of available hours	97%	94%	79%	77%	79%	85%	91%	93%	83%	93%	88%	87%	89%	89%
Sick Leave as a % of Available Hours	0.0%	0.0%	0.0%	0.0%	0.0%	0.9%	4.3%	0.0%	0.6%	0.8%	0.8%	0.6%	1.2%	0.3%
Annual Leave taken as a % of Total Annual Leave	1%	3%	12%	14%	13%	8%	5%	5%	13%	6%	80%	93%	83%	84%

Notes:

Annual Leave 2019/20 - Full Year											1444.2	1266.6	930.2	1051.6
Annual Leave b/f from 2018/19											64.4	168.6	118.6	199.8
Total Annual Leave Available - Full Year											1508.6	1435.2	1048.8	1251.4

All figures are expressed in hours

GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2019 TO MARCH 2020

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	CUMULATIVE
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Opening TOIL Balance	31.0	39.2	75.0	59.0	50.0	45.3	64.8	61.0	113.2	101.2	
Accumulated	22.2	62.2	-	11.0	9.0	28.5	19.2	75.3	7.3	27.2	261.7
Taken	14.0	26.3	16.0	20.0	12.3	10.0	23.3	22.8	19.3	35.9	222.5
Closing TOIL Balance	39.2	75.0	59.0	50.0	45.3	64.8	61.0	113.2	101.2	92.0	
Festivals	-	-	-	-	9.0	-	-	6.0	2.0	7.3	24.3
Council Meetings	6.3	9.0	-	10.0	-	18.3	6.0	5.3	2.3	4.6	61.8
Parish Meetings	8.3	6.5	-	-	-	-	-	-	-	-	14.8
Other Evening Meetings	-	12.5	-	-	-	3.0	-	-	3.0	12.5	30.9
Civic Events	5.2	3.0	-	-	-	-	-	64.0	-	-	72.2
Other	2.0	30.5	-	1.0	-	7.2	13.2	-	-	2.0	55.8
	22.2	62.2	-	11.0	9.0	28.5	19.2	75.3	7.3	27.2	261.7

Notes:

- April - Annual Town Meeting
- May - Local Elections, Induction Evening, Mayor Making
- July - Council Meetings, Customer Support
- August - Staycation Live
- September - Council Meetings, Staycation Reception, Youth Working Group, Customer Support
- October - Council Meetings, Customer Support
- November - Remembrance Sunday, Christmas Festival, Council Meetings
- December - Farncombe Christmas Festival, Council Meetings, Joint Town & Parish Meeting
- January - Festivals, Other Evening Meetings, Customer Support, Council Meetings

SC 13.01.20
 Agenda Item 5

JOB DESCRIPTION

Job Title:	Town Clerk and Clerk to the Godalming Joint Burial Committee (JBC)
Location:	Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT
Reports To:	Chairman of Godalming Town Council and JBC
Responsible for:	To be the line manager to the Support Services Officer, Facilities Supervisor and Community Services Officer, Museum Curator for day to day matters.

1. Principal Responsibilities

The Town Clerk is the Proper Officer (as required by section 112 of the Local Government Act 1972) for the Town Council and JBC (TC/JBC). The Town Clerk will carry out these statutory duties guiding and assisting the TC/JBC in meeting their legal and financial obligations.

2. Job Context

The Town Clerk will advise on the strategic development for the TC and develop further opportunities, in partnership with the business community & other partners, to encourage investment in and the promotion of Godalming. This role is instrumental in supporting the TC to develop and implement the Town's strategic policies on legal and related issues, assisting in the implementation of the development of new processes or structures and dissemination of timely communications within the TC, the Town and wider society.

As the principal executive and primary employee of the TC/JBC, the Town Clerk is the officer responsible for the administration of the financial affairs of the TC/JBC and plays a crucial role in maintaining the continuity and efficiency of the management and administration of both organisations. The Town Clerk will lead and manage the TC/JBC and develop the skills and effectiveness of each member of the town council staff. The TC will ensure effective business plans are in place to facilitate: -

- customer facing service delivery;
- income generation; and

- working in partnership with a range of organisations to deliver services that communities identify as priorities for them.

The Town Clerk is required to give clear guidance to councillors, including the chairman, before decisions are reached even when that guidance may be unpopular and/or contrary, offering advice and guidance on governance, ethical and procedural matters. The clerk must also liaise with a range of officers at Waverley Borough Council, Surrey County Council and other local and national organisations.

The Town Clerk is an independent and objective employee of the TC/JBC who takes instructions from the corporate body and must recognise that the TC/JBC is responsible for all decisions. As the Proper Officer of the Council, the Town Clerk has a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by statute.

3. Principal Accountabilities

3.1. Key Responsibilities:

- Ensure statutory, best practice and other provisions governing or affecting the running of the TC/JBC are observed.
- Ensure the TC/JBC's corporate business plan is implemented and advise on the plan's future strategic development. Develop further opportunities, in partnership with the business community & other partners, to encourage investment in and the promotion of Godalming.
- Ensure that the overall TC/JBC budget and strategic financial considerations are linked to the development of the service and business planning.
- Ensure that the Responsible Financial Officer responsibilities are carried out and that they deliver the necessary statutory and fiscal obligations.
- Ensure a corporate management team culture is developed which combines the operational functions into a cohesive and aligned service delivery model.
- Ensure the TC/JBC policies recognise equality and diversity and allow opportunities for all.
- Ensure every function of the TC/JBC addresses the need for customer care and is transparent in the delivery of the TC/JBC policies and services.

3.2. Other Duties

Governance and Monitoring

- Monitor the implementation of TC/JBC policies and ensure they are effective and where appropriate suggest modifications.

- Ensure compliance with all regulatory and statutory requirements in connection with TC/JBC business. Bringing to the attention of councillors where their compliance is required e.g. declarations and register of interests.
- Ensure the TC/JBC's obligations for risk assessment are properly undertaken and implemented. Ensure that the TC's resilience and emergency plans are fit for purpose and up to date.
- Ensure the TC/JBC obligations with regard to data protection and freedom of information are properly undertaken and implemented.
- Ensure the TC/JBC obligations with regard to Health and Safety are properly undertaken. Ensure that the TC/JBC's Health and Safety Policy is updated each year and duly implemented once approved.

Financial

Ensure the TC/JBC financial obligations are met and that the TC/JBC will meet their finance and policy objectives. To ensure that all the accounts conform with the requirements of the necessary Accounts & Audit Regulations, TC's Financial Regulations and Standing Orders.

Ensure that financial management is adequate and effective and that the TC/JBC has a sound system of internal control which facilitates the effective exercise of the TC/JBC's functions, including arrangements for the management of risk.

Strategic Development

- Develop a close working relationship with the Town Council (TC)'s partners and the wider community to deliver innovative and effective community initiatives.
- Build community capacity to improve the economic, social and environmental well-being of Godalming and to develop further opportunities, in partnership with the business community & other partners, to encourage investment in, and the promotion of, Godalming.
- Studying reports and other data on the activities of the TC/JBC and on matters relevant to those activities. Where appropriate to discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the TC/JBC.
- Collating and reporting on initial analysis of financial and numerical data sets (such as trend analysis) in relation to Town Council projects or committee queries.
- Drawing up under suggestion from councillors and on own initiative proposals for consideration by the TC/JBC and advise on the feasibility and the likely impact on specific courses of action.

Support Services

- Ensure that the Support Services decision making processes and functions are efficient and aligned to the strategic objectives of the TC/JBC.
- Ensure the receipt and screening of all incoming calls, post and e-mails, and dealing or redirecting as appropriate. Receiving correspondence and documents on behalf of the TC/JBC and responding appropriately or bringing such items to the attention of the TC/JBC. To ensure the issue of correspondence as a result of instructions from the TC/JBC or in line with the known policy of the TC/JBC.
- Facilitating effective and timely programme management for designated projects.
- Liaise with all press and media. Prepare and disseminate press releases in consultation with the Chairman of Council about the activities and decisions of the TC/JBC. Uploading relevant documents on to the Town Council website and other mediums as required.
- To issue notices and prepare agendas and minutes for all TC/JBC formal meetings: to attend the meetings and to implement the decisions that are agreed by the TC/JBC.
- Providing administrative support for the meetings of the TC/JBC (Council meetings, committees, working parties/groups) as required.
- Interacting with councillors, external participants and the public.
- Arranging venues and making arrangements as required.
- Liaising with Chairpersons over preparation of agendas and Chairman's notes.
- Ensuring timely preparation of agenda papers and minutes involving:
- Advising and assisting councillors in the preparation of papers to be submitted (presentation and style);
- Editing, printing, collation and distribution of agenda and papers;
- Attending meetings and taking adequate meeting notes including recording the business of the meeting;
- Preparing and circulating minutes; and
- Archiving paper and electronic records of the business of the meeting.

Cemeteries

- Work with the Support Services team to ensure the keeping of accurate records of burials and memorials, issue relevant documents. To work with funeral directors and other stakeholders to ensure that burials are undertaken correctly and within the law, including the preparation of documents for legal transfer of the Exclusive Right of Burial. To arrange the undertaking of memorial testing and ensure records are kept and appropriate action taken.
- Act as Contract Manager for the cemetery grounds maintenance contract(s). To include:
 - drafting the necessary specifications and obtaining competitive quotes (in accordance with GTC/JBC Financial Regulations and Standing Orders);
 - assessing estimates from contractors and other third parties and advising the JBC appropriately; and
 - and liaising with the Grounds maintenance Staff to ensure the proper managing and supervising agreed works.
- Ensure that the sexton function with regard to interments at the JBC cemeteries, marking graves to be dug and attending at the interment is carried out effectively.

Supervision of Others

- Supervising the work of other employees as their line manager in keeping with the policies of the council.
- To undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

Other Responsibilities

- Ensure that the Godalming & Farncombe Neighbourhood Plan is developed and delivered in line with TC and community requirements;
- Acting as the first point of contact and representative of the TC/JBC and when required, liaising confidently, effectively and professionally with people at all levels.
- To instruct contractors to undertake agreed activities on behalf of the TC/JBC and to monitor their performance to ensure they are achieving the desired result.
- Ensure the office is open to the general public on weekdays between 9.00am to 5.00pm Monday and Friday.
- Support the Mayor and Deputy Mayor in the performance of their duties.

- To organise: -
 - (with the Parade Marshall) the annual Remembrance Parade & Service and attend on Remembrance Sunday;
 - (with local clergy) the annual 'Beating of the Bounds' procession and attend on Rogation Sunday; and
 - other civic functions and attend as required.
- Ensure the Facilities Supervisor has the necessary resources to support: -
 - the day-to-day administration of the JBC's cemeteries and associated buildings; and
 - management of allotments and community buildings;
 - Any other such duties as could reasonably be expected as directed by the TC/JBC.

4. General Health & Safety

While at work, all staff are required to: -

- Take care of their own health and safety and that of others who may be affected by their acts and omissions; and
- Observe Town Council policies and procedures for health and safety.

In addition to the above as a line manager there is the responsibility to: -

- ensure, so far as is reasonably practical, the health, safety and well-being of staff and others who may be affected by TC/JBC activities; and
- be familiar and comply with TC/JBC policies and procedures for health and safety.

5. Knowledge, Skill and Experience

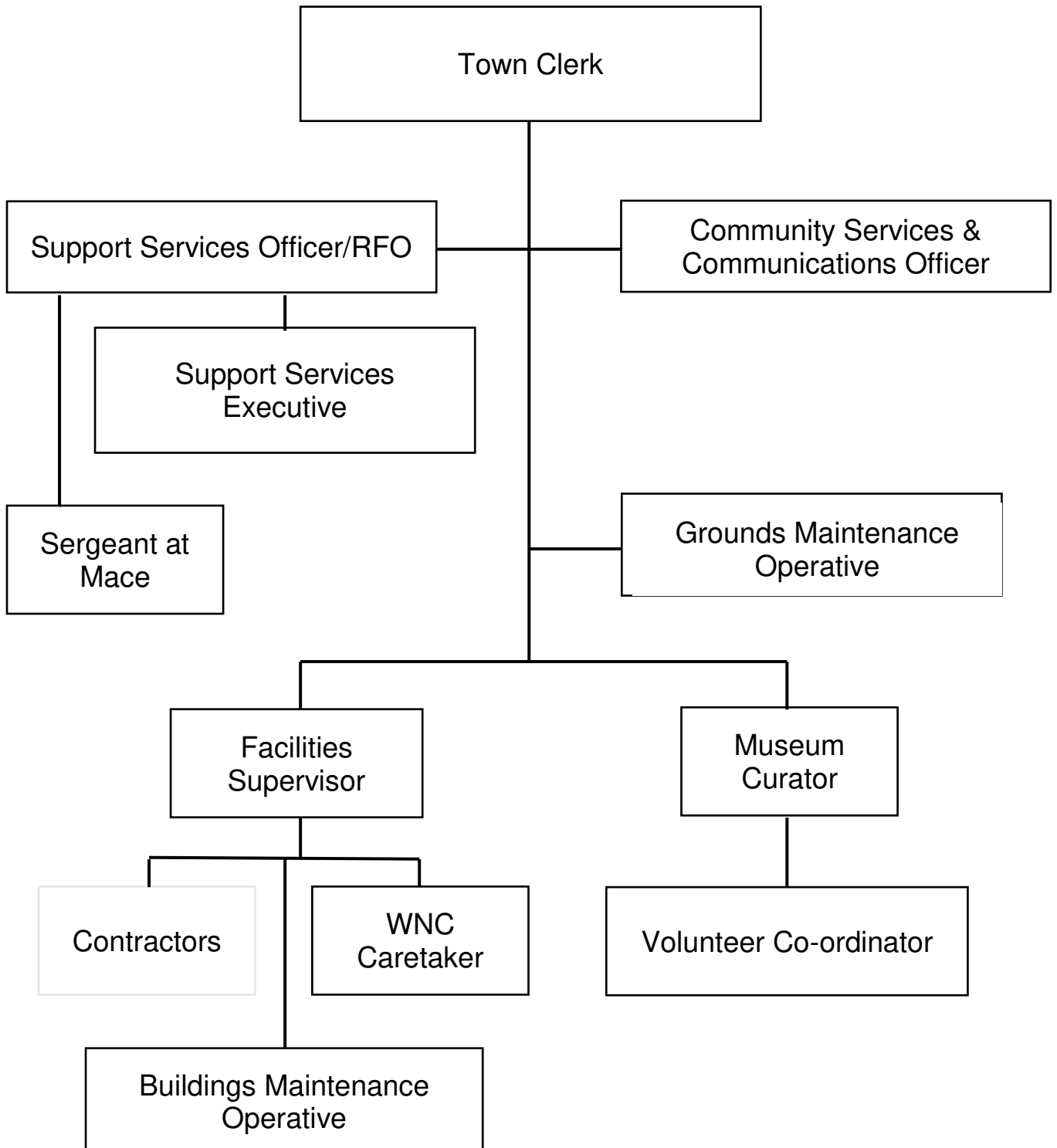
- The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient management of the affairs of the TC/JBC.
- To attend training courses, development sessions, local and national conferences on the work and role of the Town Clerk as required by the TC/JBC.
- To work towards gaining the Certificate in Local Council Administration – to be completed within the first year of office and thereafter other such like qualifications as would be of benefit to the role.

6. Additional information

- Post holder will be office based but duties, in relation to Waverley Borough Council or Surrey County meetings, may include travel within the Borough/County.
- There is a specific requirement to attend evening meetings of the TC/JBC (typically 7pm - 10pm), and also some ancillary committee meetings that take place in the evenings.
- Additionally, there may be a requirement to attend Borough or County meetings (relating to the administration of the Town in the wider context of the Borough/County) in the evening when they occur on an ad hoc basis.
- Travel allowance will be paid in accordance with the HMRC approved rates.

NB. This job description is a statement of the job content agreed at the time of advertising. It should not be seen as precluding future changes.

ORGANISATION STRUCTURE





EMPLOYEE CODE OF CONDUCT

A Guide for the Town Council's Staff

1. OUTLINE OF THE CODE

1.1. Status of the Code

As a local government officer your conduct must be beyond reproach and you must do nothing that might give rise to the suspicion, however ill-founded, that you are in any way influenced by improper motives.

~~This code sets out the standards that are expected of employees and provides a framework that will help to promote good practice.~~ All employees of the Council are required to observe and uphold the standards of the code and all policies and procedures of the Council. This guidance will not cover every specific eventuality but the broad principles included in this document set standards for acceptable behaviour that should fit every eventuality.

1.2 Who Does the Code Apply to?

This code covers all employees of Godalming Town Council.

The standards set out here must also be followed by agency staff, temporary workers and internal contractors who carry out work on behalf of the Council.

1.3 Responsibility

All employees of the Council are expected to give the highest possible standard of service to the public, and where it is part of their duties, to provide appropriate advice to councillors and fellow employees with impartiality.

All employees are encouraged, without fear of recrimination, to bring to the attention of the appropriate level of management or Members any impropriety or breach of procedure that comes to their attention.

1.4 Abuses of the Code

Employees who attempt to abuse this policy may face disciplinary action. The Council takes false or misleading accusations very seriously which may result in further action taken through the disciplinary procedure. This does not include ill-founded allegations that were made in good faith.

1.5 Publicising/Distribution of the Code

A copy of this code is issued to every employee, agency work or temporary staff ~~worker and contractor~~ who carry out work on behalf of the Council. A copy can also be viewed on the Council's website.

New employees will be informed of the existence of this code in their recruitment and induction information.

1.6 Reviewing the Code

The Council will keep the operation of this policy under review and will make such changes to the policy as deemed appropriate in the light of the experience of its application. Any such changes shall be made in consultation with staff.

1.7 Alternative Formats

Should you require a copy of this policy in any alternative format then a request should be submitted to the Town Clerk.

1.8 Further Information

If you require any further advice relating to this document, you should contact your line manager in the first instance. Policies and procedures referred to in this document can be found on the Town Council's website - www.godalming-tc.gov.uk

2. PROCEDURE

2.1 Equality and Diversity

All members of the local community, customers and other Council employees have a right to be treated with fairness and equity and the Council is committed to treating the people it serves or employs fairly, consistently and with respect.

All employees must ensure that they are familiar with and comply with policies relating to equality issues as agreed by the Council, e.g. the Council's Equality & Diversity Policy & Statement, in addition to the requirements of the law. This applies both in the delivery of Council services and in relation to its employment practices.

The Dignity at Work Policy defines standards of unacceptable behaviour for staff in relation to their work, identifying the responsibilities of both managers and individual employees.

2.2 Standards and Attitude

Employees must give the highest possible standard of service to the public and, where it is part of their duties, provide appropriate advice to elected Members and fellow employees with impartiality.

Employees must always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial delivery of services to all groups and people within that community according to the Council's policies.

In all cases, it is not enough to avoid actual impropriety, as public perceptions are very important. Employees should at all times avoid any appearance of improper conduct, which may give rise to suspicion.

2.3 Dress Code

All employees are required to be neat, clean and tidy whilst at work, whether working on the Council's premises or elsewhere. Dress should be appropriate to the work undertaken. For example, smart casual clothing is generally acceptable to wear on a day-to-day basis although formal office wear is sometime required for more formal work situations including at council meetings.

2.4 Confidentiality and Data Protection

All information and data must be handled sensitively and processed in accordance with the Council's Data Protection Policy. All employees owe a general duty of confidentiality to the Council, have a contractual obligation in relation to confidential information and are required to protect official information held in confidence.

Employees shall not divulge to any person (other than another member of staff or member of the Town Council that requires information for the performance of their duties), any information which the member of staff has obtained by reason of their employment to the Council, except where that information is anyway in the public domain by virtue of legislation or under the Council's Publication Scheme. In particular, no member of staff shall divulge personal information regarding any employee, person or contractor, having dealings with the Council and information relating to tenders or other such issues.

Under the General Data Protection Regulations, individuals have the right to see their own personal data held subject to the rights of confidentiality of any third parties involved in that information. Please see the Information & Data Protection Policy for further information.

2.5 Political Neutrality

Employees serve the Council as a whole. Employees must serve all elected Members. In addition, they must ensure that the individual rights of all elected Members are respected.

Subject to the Council's conventions, employees may also be required to advise political groups. They must do so in ways which do not compromise their political neutrality.

Employees must follow the lawfully expressed policies of the Council and must not allow their own personal or political opinions to interfere improperly with their work.

2.6 Relationships

2.6.1 Colleagues

Good working relationships between colleagues are essential. Officers should always treat their colleagues with dignity and respect. Attention is particularly drawn to the Council's Dignity at Work Policy, a copy of which should be issued alongside this Code of Conduct.

2.6.2 Councillors

Mutual respect between employees and councillors is essential for good local government. Whilst there will be a need to work closely with councillors, a professional and courteous relationship should be maintained at all times.

2.6.3 The Local Community and Service Users

Employees should always remember their responsibilities to the whole of the community they serve and ensure courteous, effective and impartial service delivery to all groups and individuals within that community in accordance with the policies of the Council.

2.6.4 Contractors

All relationships of a business or personal nature with external contractors or suppliers, or potential contractors or suppliers, must be declared to the Town Clerk at the earliest opportunity. Orders and contracts must be awarded in accordance with Council standing orders on merit and without discrimination. No special favour should be shown to businesses run by, for example, friends, partners or relatives.

2.6.5 The Press and the Media

All enquiries for information or comment on issues affecting the work of the Council must be referred to the Town Clerk.

Employees must not deal directly with the press or the media unless required to do so in the course of their work or they have been expressly authorised by the Town Clerk.

2.7 Tendering Procedures

Employees involved in a tendering process or who have any other official relationship with external contractors, must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.

If you are responsible for engaging or supervising contractors and have previously had, or currently have, a relationship in a private or domestic capacity with contractors, you must declare that relationship to the Town Clerk.

If you become privy to confidential information on tenders or costs relating either to internal or external contractors, you must not disclose that information to any unauthorised person.

All employees must ensure that no special favour is shown to current, or recent former, employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in any capacity.

At all times, employees dealing with Tenders and Contracts must ensure that they comply with the Council's Standing Orders and Financial Regulations with respect to Contracts.

2.8 Use of Financial Resources

Employees must ensure that public funds entrusted to them are used in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the Council.

All employees involved in financial activities and transactions on behalf of the Council, including budgetary control, payments of accounts, payments of salaries and wages, petty cash and orders for works, goods or services must do so in accordance with financial regulations.

Where employees have concerns over the lawfulness of certain action they should express such concerns to the Town Clerk.

2.9 Protection of the Council's Property

Employees must take all reasonable precautions to ensure that the Council's regalia, equipment and other property that is placed in their charge is kept safe and is protected from damage.

In the general interests of security in the Council's premises, employees should take care not to do anything that reduces the level of security. In particular, employees must ensure that doors and windows are shut and locked when leaving any premises and that any security alarms (if present) are set or that arrangements are in place for them to be set later. If an employee notices a potential lapse in security, they should bring it to the attention of the Facilities Supervisor or the Town Clerk.

All resources of the Council including equipment, stationery etc. are to be used for the Council's business and are not for personal use.

2.10 Information Technology

Use of IT equipment and facilities must be in accordance with the Council's Code of Conduct - IT Facilities.

2.11 Anti-Bribery – Hospitality, Gifts and Sponsorship

It is illegal to offer, promise, give, request, agree, receive or accept bribes (Bribery Act 2010). This includes accepting any gift or consideration as an inducement or reward for doing, or refraining from doing, anything in an official capacity or showing favour or disfavour to any person in an official capacity.

2.11.1 Gifts

In general, the Council does not believe that it is appropriate for employees to accept gifts from service users, suppliers or any other person or organisation with which the Council has (or might have) business connections. This is because it is important to ensure that no employee acts in any way that is inconsistent with the Council's objectives or with the integrity of the Council by accepting a gift in circumstances where it could influence, or be seen to influence, that employee's actions or decisions. Acceptance of gifts by employees may be viewed by the public with suspicion and may make the Council extremely vulnerable to criticism.

For your own protection, if anyone makes an approach to you which seems to you, or might seem to a third party, to be aimed at obtaining some form of preferential treatment, or in any suspicious circumstances in connection with a contract, you must report the matter to the Town Clerk, disclosing the fact of the gift, its nature and the identity of the sender.

Employees should not accept personal gifts from contractors and outside suppliers. The only exceptions to this rule are;

- a) small gifts of only token value often given by way of trade advertisements to a wide range of people, e.g. calendars, diaries, tape measures and similar articles of use in the workplace; or
- b) small gifts of only token value given on the conclusion of a courtesy visit, e.g. to a factory, trade fair or other premises.

Gifts which fall outside the definition above should be politely refused and the Council's policy on the acceptance of gifts should be explained.

If a gift is delivered to the office without prior warning, unless it falls within the scope of acceptable gifts the gift should be returned, or if the return of the gift would cause offence the item should be donated to the Mayor's Charity.

2.11.2 Hospitality

Employees should only accept offers of hospitality if there is a genuine need to impart information or represent the Council in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the Council should be seen to be represented. They should be authorised by the Town Clerk, in advance whenever possible.

When receiving authorised hospitality employees should be particularly sensitive as to its timing in relation to decisions which the Council may be taking affecting those providing the hospitality.

When hospitality must be declined, those making the offer should be courteously but firmly informed of the procedures and standards operating within Godalming Town Council.

2.11.3 Register of Hospitality and Gifts

All hospitality offered, whether it is accepted or not, and all gifts offered or received, whether they are accepted or returned, must be entered in the Register of Hospitality and Gifts and a note made of the action taken.

If you have any doubt about a gift or offer of hospitality, please seek advice from the Town Clerk.

2.11.4 Sponsorship – Giving and Receiving

Where an outside organisation wishes to sponsor or is seeking to sponsor a Council activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Care must be taken when dealing with contractors or potential contractors.

Where the Council wishes to sponsor an event or service, neither an employee nor any partner/civil partner, spouse nor relative must benefit from such sponsorship in a direct way without there being full disclosure to the Town Clerk of any such interest. Similarly, where the Council through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

3.0 APPOINTMENTS AND OTHER EMPLOYMENT MATTERS

3.1 Appointments

If an employee wishes to recommend an individual for employment, they must notify the Town Clerk. Any potential candidate for employment by the Council recommended by an existing employee will be assessed equally alongside all other candidates. Employees shall not canvass any Member or other employee of the Council in respect of candidates seeking employment with the Council.

Employees shall disclose to the Town Clerk any close relationship (partner or family member) between themselves and any person who they know is a candidate for employment with the Council. (The Town Clerk shall make any such disclosure to the Chair of the Staffing Committee.)

To avoid accusations of bias, employees must not be involved with appointments where they are related to any applicant or otherwise have a close personal relationship with them.

Employees who are involved in appointments must ensure that these are made on merit and on a non-discriminatory basis.

3.2 Outside Commitments

Any employee who wishes to take another job must, before commencing the second job, request and be granted written permission from the Town Clerk. The Council does not prohibit employees from taking secondary employment and will not unreasonably withhold permission for an employee to work in a second job, provided that the second job does not interfere, and is not likely to interfere, with the performance of the employee's job with the Council.

You should not partake in any outside interests, voluntary activity or work that are in conflict with the work of the Council. If you are in any doubt whatsoever that any outside activities or employment might be detrimental to the Council's interests, you must discuss the matter with the Town Clerk.

3.3 Personal Interests

You must declare, in writing, to the Town Clerk any financial or non-financial interests which could bring about conflict with the Council's interests. If you are in any doubt about a potential conflict of interest, you should bring the matter to the attention of your line manager so that a decision can be made as to how best to proceed. You must not make or become involved with any official or professional decisions about matters in which you have a personal interest.

You must declare to the Town Clerk membership of any organisation not open to the public, requiring any commitment of allegiance, or which has secrecy about rules or membership or conduct, for example, the Freemasons. The Town Clerk must make any declarations required by this paragraph, in writing, to the Chair of the Staffing Committee.

3.4 Use of Non-financial Council Resources for Personal Purposes

You should not use or abuse the Council's equipment and other resources for your own personal purposes, either at home or at the office, regardless of whether such use is for your personal gain.

However, in certain circumstances and with the prior agreement of the Town Clerk, it may be possible for you to make reasonable use of the Council's resources. In such a case, the Council will make an appropriate charge for the use of its resources, for example, photocopying.

~~3.5 — Chair of the Staffing Committee~~

3.5 Linked Policies:

- **Dignity At Work**
- **Equality & Diversity Policy**
- **Diciplinary Procedures**
- **Grievience Policy**
- **Code of Conduct – IT Facilities**
- **Members Code of Conduct**

POLICY ON THE ACCEPTABLE USE OF SOCIAL MEDIA

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

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 if deemed 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. If in any doubt, staff are to refer to the Town Clerk.

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 by 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.

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



Supporting Our Community

DBS DATA HANDLING POLICY

THE SECURE STORAGE, HANDLING, USE, RETENTION, DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION FROM THE DISCLOSURE AND BARRING SERVICE AND UMBRELLA SERVICE PROVIDER (SURREY COUNTY COUNCIL)

1. GENERAL PRINCIPLES

As an organisation using the Disclosure & Barring (DBS) checking service to help assess the suitability of applicants for positions of trust, Godalming Town Council complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request and published on the Council's website.

2. STORAGE AND ACCESS

Certificate information is to be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

3. HANDLING

In accordance with Section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. Godalming Town Council will maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

4. USAGE

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

5. RETENTION

Once a recruitment (or other relevant) decision has been made, Godalming Town Council does not keep certificate information for any longer than is necessary. Retention of certificates is in accordance with Godalming Town Council's Document Retention Policy, which states that information relation to employment applications will be retained as follows:

- duration of employment for successful applicant; and
- 1 month after vacancy filled.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than the stated periods, Godalming Town Council will consult Surrey County Council as the umbrella service provider for the Town Council and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

6. DISPOSAL

Once the retention period has elapsed, Godalming Town Council will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). Godalming Town Council will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.

RECRUITMENT OF EX-OFFENDERS POLICY

1. As an organisation assessing applicants' suitability for positions, which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, using criminal record checks processed through the Disclosure & Barring Service (DBS), Godalming Town Council complies fully with the Home Office Revised Code of Practice for Disclosure and Barring Service Registered Persons November 2015 pursuant to section 122 (2) of the Police Act 1997 (available at www.gov.uk/government/publications/dbs-code-of-practice and undertakes to treat all applicants for positions fairly.
2. Godalming Town Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. Godalming Town Council can only ask an individual to provide details of convictions and cautions that Godalming Town Council is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
4. Godalming Town Council can only ask an individual about convictions and cautions that are not protected.
5. Godalming Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race (which includes colour, nationality and ethnic or national origins), gender identity, religion or belief, sexual orientation, responsibilities for dependents, age, physical/mental disability, physical characteristics or offending background.
6. This policy will be made available to all DBS applicants at the start of the recruitment process.
7. Godalming Town Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.
8. Godalming Town Council selects all candidates for interview based on their skills, qualifications and experience.
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
10. Godalming Town Council will ensure that appropriate professional support is provided for the recruitment process to identify and assess the relevance and circumstances of offences.

11. Godalming Town Council also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

12. At interview, or in a separate discussion, Godalming Town Council ensures that an open and measured conversation takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

13. Godalming Town Council makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and makes a copy available on request.

14. Godalming Town Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

RECRUITMENT OF EX-OFFENDERS POLICY STATEMENT

As an organisation using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Godalming Town Council complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS application on the basis of a conviction or other information revealed.

Godalming Town Council is committed to the fair treatment of its staff and potential staff regardless of race (which includes colour, nationality and ethnic or national origins), gender identity, religion or belief, sexual orientation, responsibilities for dependents, age, physical/mental disability, physical characteristics or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS application is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs and discussions will indicate that a DBS check will be requested in the event of the individual being offered a position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage. We guarantee that this information is only seen by those who need to see it as part of the recruitment process. Unless the nature of the position allows Godalming Town Council to ask questions about the entire criminal records of applicants, we will only ever ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

Godalming Town Council will ensure that appropriate professional support is provided for the recruitment process to identify and assess the relevance and circumstances of offences. We will also ensure that those involved with the recruitment process are provided with guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured conversation takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Check aware of the existence of the DBS Code of Practice and make a copy available on request.

We will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing any conditional offer of a position or role.

Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences.

National Employers for local government services

**To: Chief Executives in England, Wales and N Ireland
(additional copies for HR Director and Finance Director)
Members of the National Employers' Side
Regional Directors**

23 January 2020

Dear Chief Executive,

LOCAL GOVERNMENT PAY 2020

I am writing to update you on the work we have been doing on your behalf on the local government national pay negotiations for 2020.

You will recall that last July the unions lodged their pay claim for:

- *A 'real living wage' of £10 per hour on NJC SCP1 and a 10% increase on all other NJC / GLPC pay points*
- *A one-day increase to the minimum paid annual leave entitlement*
- *A two-hour reduction in the standard working week*
- *A comprehensive joint national review of the workplace causes of stress and mental health*

Allowing for the summer holidays, councils in each of the nine English regions, plus Wales and Northern Ireland, were consulted at regional pay briefings from the earliest opportunity: the first briefing was held on 2 September and the last on 8 October.

On 30 September, towards the end of the consultation schedule, the Chancellor announced at the Conservative Party Conference a new target for the National Living Wage (NLW) to reach £10.50 in 2024. The bottom rate in local government is currently £9.00; 79p above the current NLW of £8.21.

Feedback from the consultation briefings was relayed to the National Employers who spent a few weeks having the necessary discussions within their own parties, and elsewhere, before meeting on 5 November.

However, in the meantime, on 28 October, a general election was announced to take place on 12 December. Therefore, when the National Employers met on 5 November they agreed unanimously to defer responding to the unions' claim until the impact of the outcome of the general election was known.

Since the general election, the government published the provisional local government finance settlement (England) and announced that the NLW will increase by 6.2% to £8.72 on 1 April. The Budget will take place on 11 March.

On returning to work in the New Year, a meeting of the full Employers' Side was arranged for 21 January; the first date that all members were available. At that meeting on Tuesday, members took stock of events since they last met and agreed that a face-to-face meeting with the unions should be arranged. That meeting is now scheduled for 5 February.

The Employers are committed to engaging with the unions in a meaningful way in order to achieve a pay deal that is fair to hard working employees and affordable for councils. There is no suggestion at this stage that there will be anything other than a one-year pay deal for 2020 / 21, although it is very unlikely that a deal can be agreed in time for implementation on 1 April. However, councils should be mindful of the Government's £10.50 NLW target for 2024 which presents a huge challenge to the sector and will no doubt dominate pay negotiations from 2021 onwards.

I shall continue to keep you informed of developments.

Yours sincerely,

Naomi Cooke

Naomi Cooke
Employers' Secretary

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.