

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON THE 20 SEPTEMBER 2018**

*	Councillor Cosser – Chairman
*	Councillor Gray – Vice Chairman
0	Councillor Poulter
*	Councillor Hunter
0	Councillor Walden
*	Councillor Reynolds ( <i>ex officio</i> )

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

186. MINUTES

The Minutes of the Meeting held on 21 June 2018 were signed by the Chairman as a correct record.

187. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Councillor Wainwright was accepted as substitute for Councillor Poulter, Councillor Bolton was accepted as substitute for Councillor Walden.

188. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

189. WORK PROGRAMME

Members considered the Committee's work programme and noted that the committee is on target to have completed its review of Staffing Policies by the year end.

190. STAFF ABSENCES

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted no cause for concern.

191. TOIL LOG

Members considered a summary report of the Staff TOIL log. Members noted that whilst the report indicated the outstanding TOIL due, it lacked the detail of the reason for accrual of time. In order to better understand the staff commitments which accrue TOIL, Members requested that future reports indicate the activities from which the time was accrued.

192. EMPLOYEES' CODE OF CONDUCT

Members reviewed the draft Employees' Code of Conduct and having identified corrections to 2.11.1, 3.1 and the insertion of a new paragraph 3.5, agreed to approve the policy for the Town Clerk to distribute for staff consultation, with the outcome of the consultation being reported to the Chairman of the Committee. Members further agreed that, subject to the Chairman of the Committee and the Town Clerk being content that no substantive issues are

raised during staff consultation that would need to be considered by the Committee, the Employees' Code of Conduct should be recommended for adoption at the next Full Council.

193. DIGNITY AT WORK POLICY

Members reviewed the draft Dignity at Work Policy and having identified corrections to the last paragraph relating to the policy's contractual status, agreed to approve the policy for the Town Clerk to distribute for staff consultation, with the outcome of the consultation being reported to the Chairman of the Committee. Members further agreed that, subject to the Chairman of the Committee and the Town Clerk being content that no substantive issues are raised during staff consultation that would need to be considered by the Committee, the Dignity at Work Policy should be recommended for adoption at the next Full Council.

194. EQUALITY & DIVERSITY STATEMENT

Members reviewed the draft Equality & Diversity Statement and agreed to approve the statement for the Town Clerk to distribute for staff consultation, with the outcome of the consultation being reported to the Chairman of the Committee.

Members noted that the Equality & Diversity Statement applies equally to Members of the Council and therefore agreed, subject to the outcomes of the staff consultation, that this statement is also considered by the Policy & Management Committee as part of that Committee's review of the Council's Equality & Diversity Policy document, prior to it being sent to Full Council for adoption.

195. POLICY & MANAGEMENT COMMITTEE REQUEST

Members agreed to the request made by the Policy & Management Committee at its meeting of 6 September 2018, that the Staffing Committee explore and determine options in relation to staffing issues highlighted within the Policy & Management Committee reports concerning proposals for Outside Works & Maintenance Services and advise the Policy & Management Committee of its findings.

Members agreed to explore and make appropriate recommendations regarding:

- the grading of roles relating to various operating models for Outside Works and Maintenance Services;
- future employee pension scheme options;

Members noted that the issues to be investigated are complex issues and as such these should form part of the Committee's work programme, with, as a first step, Officers being asked to bring a scoping report to this committee.

196. TASK REPORTING

Members received a report from the Town Clerk regarding an online activity recording system which would provide an indication of the staff commitment provided for the delivery of a range of Council services and events.

Whilst the online system has a range of paid for functions, Members reviewed a number of activity reports provided by the free access facility of the system and agreed that the level of information provided meets the Council's anticipated requirements. As such, it was agreed that at this time the use of the system would be limited to the free access functions.

Members further agreed that the system should be operated by the core administrative staff, with access to the recorded data being limited to the Town Clerk and Chairman of the Staffing Committee. Members agreed that the data analysis is primarily for the use by the Staffing

Committee for specific resourcing considerations, alongside quarterly high-level activity reports indicating the main areas of service delivery during the previous quarter.

197. COMMUNICATIONS ARISING FROM THIS MEETING

There were no issues identified at this meeting to be publicised.

198. DATE OF NEXT MEETING

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

199. ANNOUNCEMENTS

There were no announcements.

THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

200. APPRAISALS

Members noted the objectives and training needs resulting from the recent staff appraisal reports and agreed that both staff and the Council will benefit from a functioning appraisal system.

201. STAFFING MATTERS

Members received an oral report from the Town Clerk relating to the Facility Supervisor's probationary period of employment and were delighted to be able to approve the Town Clerk's request to confirm the Facilities Supervisor's permanent contract of employment.