

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON THE 28 MARCH 2019**

\* Councillor Cosser – Chairman  
\* Councillor Gray – Vice Chairman  
\* Councillor Poulter  
\* Councillor Hunter  
0 Councillor Walden  
\* Councillor Reynolds (*ex officio*)

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

418. MINUTES

The Minutes of the Meeting held on 24 January 2019 were signed by the Chairman as a correct record.

419. APOLOGIES FOR ABSENCE

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

420. 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.

421. WORK PROGRAMME

Members considered the Committee's work programme and agreed that the priority order remains correct.

No new items were added to the work programme.

422. STAFF ABSENCES & TOIL RECORD

In accordance with Standing Order 146 Members received a summary report of staff absences for the period to 28 February 2019. Members noted that the policies introduced for the management of leave are working to the benefit of both the Staff and the Council.

423. POLICY ON EXERCISE OF EMPLOYER DISCRETIONS

Godalming Town Council as an employer is under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which apply to the Local Government Pension Scheme ("the LGPS").

Members reviewed and, having agreed text amendments, approved the Policy on Exercise of Employer Discretions (amended document attached to the record minutes). Members resolved that the policy should be recommended for adoption by Full Council.

Additionally, in order to provide a consistent procedural approach to any request for a variation to the policy, Members resolved to recommend to Full Council the following addition to Standing Orders:

Standing Order Section 15/Committees/Staffing Committee/Functions of the Staffing Committee.

- To consider any request by a claimant for variation under exceptional circumstances of the Council's discretionary powers as set out in the Council's Policy on the Exercise of Employer Discretions and to make recommendations thereon to the Full Council.

#### 424. REVIEW OF POLICY DOCUMENTS

Members noted that, following a programme to conduct a 100% review and update of staffing policies and procedures, the Committee was now able to instigate a planned programme of review aimed at ensuring the validity of the staffing policies and procedures.

##### Appraisal Scheme

Members reviewed the Staff Appraisal Scheme adopted July 2017 and with the exception of a requirement to amend all references to Staffing Sub-Committee to read Staffing Committee, approved the document and set the next review for 24 months' time.

##### Standing Orders

Members considered the proposed amendments to Standing Orders relating to the Staffing Committee and/or staffing matters and subject to a spelling correction in paragraph 5, resolved to recommend the amendments to Full Council.

#### 425. MID-YEAR OBJECTIVES REVIEW

Members noted a report on the progress of staff objectives based on the mid-year appraisal review. Members acknowledged those areas that continue to require attention and that some of the time scales will have to be amended to reflect changes in task priorities. Members requested that, in line with other employees' job descriptions, those relating to the Museum staff should be considered by the Staffing Committee.

#### 426. TOGGL

Members received an update from the Town Clerk on the introduction of the Toggl recording system. Members noted, that whilst the introduction of Toggl has generally been well received, further refinement in user interface is required to ensure the data produced is capable of being used as an evidence base.

#### 427. HR SERVICE PROVIDERS

Members acknowledged the significant benefit to the Council provided by its HR Services provider. Not only in supporting recent business efficiency restructuring, but also the update and improvements in staffing policies and procedures that have benefited both staff and employees alike. Members wished the Town Clerk to write on behalf of the Staffing Committee to HR Services Partnership Ltd to formally express the thanks of the Committee.

In acknowledging the support provided, Members also noted that although, due to the completion of significant work strands, the amount of support required is no longer at the same level, it is considered important that a professional relationship is maintained in order that any future HR related issues are able to be addressed in an efficient, effective and timely manner. As such, Members resolved to approve that the Town Clerk makes appropriate arrangements to ensure that access to HR advice for both the Town Clerk and the Chairman of the Staffing Committee is available on an as required basis.

428. COMMUNICATIONS ARISING FROM THIS MEETING

There were no which matters, discussed at this meeting, identified as requiring additional communications.

429. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 23 May 2019 at 8.10pm in the Council Chamber.

430. ANNOUNCEMENTS

Cllr Cosser as Chairman of the Committee thanked Members of the Committee for their commitment during a challenging period, which has not only seen a business efficiency restructure of the Council's staffing structures, but also the creation, in partnership with staff, of a collaborative environment through the adoption of appropriate working practices, policies and procedures that have allowed the staff to continue to deliver Council services in an efficient and effective manner. The Chairman also wished the Town Clerk to pass on his thanks to the staff for their support and determination to accept and embrace those changes.

The Chairman of Policy & Management, Cllr Reynolds, also wished, in his role as Leader of the Council, to thank the Committee and staff for their support to the Council.

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.

431. STAFFING MATTERS

Members received a confidential update from the Town Clerk on staffing related issues. Members agreed that the Town Clerk should access appropriate professional HR support as required in order to support staff and provide for the proper management of employer/employee obligations.