

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON THE 4 JULY 2019**

- \* Councillor Ashworth
- \* Councillor Cosser
- \* Councillor Duce – Vice-Chair
- \* Councillor Hullah – Chair
- \* Councillor Williams
- \* Councillor Follows (*ex officio*)

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

109. MINUTES

The Minutes of the Meeting held on 22 May 2019 were signed by the Chair as a correct record.

110. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

111. 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.

112. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public made representations, asked or answered questions or give evidence in respect of the business on the agenda or other matters not on the agenda.

113. QUESTIONS BY COUNCILLORS

No questions were submitted by Councillors.

114. WORK PROGRAMME

Members considered and agreed the actions and priorities set out in the Committee's work programme

No new items were added to the work programme.

115. STAFF ABSENCES & TOIL REPORT

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

116. DELEGATION OF THE FUNCTIONS OF PROPER OFFICER OF THE COUNCIL IN THE ABSENCE OF THE TOWN CLERK

Members considered the current staffing structure for Godalming Town Council to be able to function efficiently and effectively in the absence of the Proper Officer (Town Clerk).

Following Members' considerations of SO 31(ii)

*SO 31. The Proper Officer shall be either (i) the clerk or (ii) other staff members(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.*

and to provide for the efficient and effective administration of Godalming Town Council, Members of the Staffing Committee resolved to agree the following recommendations to be forwarded for consideration by the Full Council:

1. The RFO be nominated and authorised, in accordance with Standing Order 31, by the Full Council to undertake the duties of the Proper Officer of the Council in the absence of the Town Clerk.
2. The remuneration associated with the authorisation be set as a single column point increment increase above the contracted NJC Column Point of the authorised individual, and that the associated remuneration ceases at the expiry of the authorisation.

Additionally, Members resolved to agree that if recommendations 1 & 2 above are approved by the Full Council, the Town Clerk is to offer the nominated employee amended particulars of employment to reflect the additional responsibility.

#### 117. MAINTENANCE OPERATIVES

At its meeting of 22 May 2019, the Policy & Management Committee resolved to engage a directly employed Outside Works & Maintenance Services Team, that the Staffing Committee should approve the job descriptions, person specification and particulars of employment and that the Town Clerk is to conduct the recruitment process.

In support of the decisions of the Policy & Management Committee and to progress the recruitment process, Members of the Staffing Committee considered the Job Specifications and Particulars of Employment for the roles of Buildings Maintenance Operative and Grounds Maintenance Operative. Members considered amendments to the Person Specification relating to skills and abilities and to wording contained within the Equal Opportunities Statement shown at paragraph 21 of the particulars of employment. On agreement of the proposed amendments Members resolved to approve those documents. Additionally Members approved amendments to the Facilities Supervisors Job Description required to reflect the employment and management of the Building and Grounds Maintenance Operatives.

Members agreed that on successful recruitment to the positions, the Staffing Committee's work programme be updated to require a review of the effectiveness of the roles after 14 months' of operation.

#### 118. REVIEW OF DOCUMENTATION

##### Leave Policy

Members reviewed the Leave Policy adopted July 2018 and requested that the wording of paragraph 16 and 26 relating to maternity, adoption, maternity support and shared parental leave be reviewed by the Council's external HR providers to ensure it reflects the most up to date requirements.

##### Absence & Sick Pay Policy

Members reviewed the Absence & Sick Pay Policy adopted July 2018 and raised no issues for consideration.

119. COMMUNICATIONS ARISING FROM THIS MEETING

No matters discussed at this meeting were identified for additional publicity.

120. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 12 September 2019 at 7.00 pm in the Council Chamber.

121. ANNOUNCEMENTS

The Town Clerk informed Members that he is booked to attend the SLCC conference on 1 & 2 October and along with the RFO and Cllr Duce is attending the NALC conference on 28 & 29 October.