

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON THE 8 NOVEMBER 2018**

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

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

229. MINUTES

The Minutes of the Meeting held on 20 September 2018 were signed by the Chairman as a correct record.

230. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

231. 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.

232. WORK PROGRAMME

Members noted the work programme and no new items were added.

233. STAFF ABSENCES AND TOIL REPORT

Members noted the summary report of staff absences 31 October 2018 along with the summary of outstanding staff TOIL, no issues of concern were raised.

234. ENGAGEMENT OF UMBRELLA SERVICE PROVIDER FOR DISCLOSURE AND BARRING SERVICE APPLICATIONS

Members noted that prior to Godalming Town Council inheriting the Godalming Museum from Waverley Borough Council (WBC), a risk assessment relating to working with children and vulnerable adults had been conducted by WBC, which identified four positions requiring to be DBS checked. With those positions (two staff and two volunteers), being those that supported the Museum's schools educational program. Additionally, Members noted that as part of WBC, DBS checks were conducted by WBC and that, on transfer of ownership the responsibility transferred to Godalming Town Council (GTC).

Members considered the requirements for Godalming Town Council to be able to exercise its responsibility, and agreed that GTC should engage Surrey County Council as an Umbrella Organisation to conduct the required DBS checks on the Council's behalf.

Members RESOLVED to agree, that in order to comply with the requirements of SCC that the following policies should be passed for adoption by Full Council:

- policy statement on the recruitment of ex-offenders;
- policy on the recruitment of ex-offenders; and
- 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).

In addition to those policies required to be adopted by Full Council, Members of the Staffing Committee RESOLVED to approve the following:

- adherence to the Code of Practice for Disclosure & Barring Service Registered Persons November 2015;
- Declaration of Criminal Record - Action for Equality Form; and
- the reporting any suspected malpractice in relation to the DBS Code of Practice.

Additionally, Members of the Staffing Committee approved that, if the policies detailed above were adopted by Full Council, that:

- Godalming Town Council's Safeguarding Officer to agree on behalf of Godalming Town Council, Surrey County Council's Umbrella Service Agreement; and
- approve the expenditure, from the Staffing Committee's Professional Fees budget, for 2 Staff Enhanced applications and 2 volunteer applications at a total cost of £145.20.

#### 235. HEALTH & SAFETY RELATED POLICIES

Members noted that prior to this review, Godalming Town Council's Health & Safety Statement and Policy, including issues relating to Lone Working, First Aid and Fire Safety were contained in a single policy. In order to separate the individual policies and to correctly allocate each policy to the appropriate responsible committee, Members considered and RESOLVED to agree the following policies should be passed for adoption by the Full Council.

- First Aid Policy
- Fire Safety Precautions and Emergency Procedures
- Lone Working Policy

Additionally, Members RESOLVED to agree that the following policies should be passed for consideration to the Policy & Management Committee:

- Health & Safety Statement
- Health & Safety Policy

#### 236. COMMUNICATIONS ARISING FROM THIS MEETING

No items were identified on the agenda as requiring further publicity.

#### 237. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 24 January 2019 at 7.30pm, or at the conclusion of the preceding Audit Committee, whichever is later.

#### 238. 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.

239. EXTENDED LEAVE REQUEST

As required by the leave policy, Members considered a leave request for an extended leave period. After due deliberation, Members agreed to exceptionally approve the request.