

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 18 FEBRUARY 2021**

- * 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

371. MINUTES

The Minutes of the Meeting held on 15 September 2020 were signed by the Chair as a correct record.

372. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

373. 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.

374. WORK PROGRAMME

Members considered the Committee's work programme. No new items were added to the work programme. The work programme is attached to the record minutes.

375. STAFF ABSENCES & TOIL

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

376. MODERN SLAVERY STATEMENT

Recommendation: Members are requested to resolve to approve the Modern Slavery Statement and recommend its adoption by Full Council.

Members noted that Section 54 of the Modern Slavery Act 2015 requires commercial organisations in the UK, with a turnover of at least £36 million, to prepare and publish a slavery and human trafficking statement each year. Members also noted that although Godalming Town Council is not in the scope of Section 54 it may, if it so wishes, voluntarily publish a statement.

Members considered the proposed Modern Slavery Statement (copy attached to the record minutes) and resolved to approve the Statement for adoption by Full Council.

377. HR SERVICES

Members noted the balance of GTC's account with its HR Service of 6 hours and 55 minutes in credit and that the credit is not subject to an expiry clause.

Additionally, Members noted that, although the service provision is no longer subject to a retainer fee, if a particular work strand with an anticipation of significant HR support requirement arises, GTC may pre-purchase hours in blocks of 5 hours at a reduced rate from the 'pay-as-you-go' rate.

378. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the no matters, discussed at the meeting that required additional publicity.

379. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 20 May 2021 at 8.10 pm or at the conclusion of the preceding Audit Committee, whichever is later; venue to be confirmed.

380. 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.

381. RESTRUCTURING

Members considered a confidential report from the Town Clerk relating to the Council's staffing structure. Following debate of the report and proposed staffing structure, on the proposal of Cllr Follows, seconded by Cllr Cosser, Members of the Staffing Committee resolved to:-

1. Approve the proposed Staff Structure and that the following recommendations are forwarded to the Policy & Management Committee for financial approval:-
 - a. The appointment of a Grounds Maintenance Assistant as of 1 April 2021, engaged for 30 hours per week starting on NCJ SCP5 within LC1 (5-6).
 - b. The appointment of a Clerical Assistant & Receptionist as of 3 May 2021, engaged for 22.5 hours per week starting on NCJ SCP1 within Scale range 1-5.
 - c. The increasing of the Museum Coordinator's hours by an additional 6 hours per week at SCP12 effective from 1 October 2021.
 - d. The transfer of the Building Maintenance Operative from a Fixed Term Contract to a Permanent Contract with effective from 1 April 2021.
 - e. The transfer of the Grounds Maintenance Operative from a Fixed Term Contract to a Permanent Contract effective from 1 April 2021.
2. Seek independent validation of the proposed National Joint Council Scale contained within the report and that, subject to a successful validation, put forward the following recommendations to the Policy & Management Committee for financial approval:
 - a. The re-issuing of Particulars of Employment with a revised Job Description to regrade the current Building Maintenance Operative to the position of Building Maintenance Supervisor, effective from 1 October 2021.
 - b. The re-issuing of Particulars of Employment with a revised Job Description to regrade the current Grounds Maintenance Operative to the position of Grounds Maintenance Supervisor, effective from 1 October 2021.
 - c. The adjustment of the Town Clerk's grade scale within the NJC Scale as confirmed by the validation exercise, effective from 1 October 2021.

- d. The adjustment of the Finance & Corporate Services Officer's grade scale within the NJC Scale as confirmed by the validation exercise, effective from 1 October 2021.
3. Agree that the Chair of the Staffing Committee explore the capacity and competency of three organisations agreed by Members to review the NCJ scales proposed within the report and in consultation with Members, appoint the most appropriate to undertake the validation of the proposed scales for the:
 - a. Buildings Maintenance Supervisor
 - b. Grounds Maintenance Supervisor
 - c. Responsible Finance & Corporate Services Officer
 - d. Town Clerk
4. Recommend that the Policy & Management Committee approve the use of the budgeted £21,183 uplift in the 2021/22 salaries cost centre, along with the £10,075 increase in income from the Joint Burial Committee for administrative support from GTC to fund the recommended changes to the staffing structure along with a recommendation that any employment cost funding shortfall should be taken from the General Reserve for 2021/2.
5. Subject to the outcome of the validation exercise, instigate a staff consultation for the issuing of revised Job Descriptions to be effective as of 1 October 2021.
6. Agree that if financial approval is agreed by the Policy & Management Committee the Town Clerk, in consultation with the Chair of the Staffing Committee, is to appoint the Grounds Maintenance Assistant and Clerical Assistant & Receptionist positions.