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107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

25 June 2021

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in The Pepperpot, High Street, Godalming on THURSDAY, 1 JULY 2021 at 6.00pm.

Andy Jeffery  
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

Committee Members: Councillor Ashworth  
Councillor Cosser  
Councillor Duce – Vice-Chair  
Councillor Hullah – Chair  
Councillor Williams  
Chair of Policy & Management (*ex officio*)

## **AGENDA**

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 20 May 2021, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

4. **WORK PROGRAMME – ITEM FOR NOTE**

Members to review the Committee's work programme, copy attached for the information of Members.

5. **STAFF ABSENCES & TOIL – ITEM FOR NOTE**

In accordance with Standing Order 146 a summary report of staff absences is attached for the information of Members.

6. **ANNUAL PAY AWARD – ITEM FOR NOTE**

Members will be aware that the Government had indicated a public sector pay freeze at the 2020 autumn statement. However, subsequent to that time, under the framework of the National Joint Council representatives of the employers and employees unions have been negotiating a pay settlement for the period from 1 April 2021. Whilst there have been a number of media announcements, no formal agreement has yet been reached. Members will wish to note that it is not intended to seek an additional meeting if the settlement is agreed between meetings.

7. **BIKE TO WORK SCHEME – ITEM FOR DECISION**

The Government's ambition that cycling and walking are the natural choices for shorter journeys, or as part of a longer journey, was clearly set out in the Cycling and Walking Investment Strategy published in 2017. Cycle to Work schemes support this ambition. The scheme is as inclusive as possible so that people travelling to work have the opportunity to realise the benefits that cycling affords. The scheme has involved over 40,000 employers across the country, and has contributed to help more than 1.6 million commuters to cycle to work.

Cycle to Work schemes utilise the salary sacrifice process. Salary sacrifice is where an employee agrees to give up part of their pre-tax salary in exchange for a benefit from their employer, in this case, the hire of a cycle for active travel and/or safety equipment. Any employer, of any size, across the public, private and voluntary sectors can run a Cycle to Work scheme. However, the tax and NI benefits apply only to staff who are treated as employees for tax purposes.

As an equivalent to an SME, the most efficient method for GTC to support a Cycle to Work Scheme would be to use a third party scheme provider. Using a Scheme provider the scheme is free of charge to set up and costs nothing to run. The Employer makes the initial purchase and then leases the bike/equipment to the Employee via a salary sacrifice, until the full amount is recovered. Employers typically save up to 13.8% of the total value of the salary sacrifice total per Employee in Employers NI contributions. Funds for initial purchase would be from reserves, with recouped costs returned to reserves.

Only cycles for active travel and cyclist's safety equipment are available under the Cycle to Work Scheme, which includes Electrically Assisted Pedal Cycles (EAPC).

There are a number of established Scheme providers, as such, **Members are requested to resolve to agree that:**

- 1. GTC should offer employees the opportunity to partake in a Cycle to Work Scheme.**
- 2. The RFO be authorised to register GTC with a Scheme Provider and manage the salary sacrifice process.**

8. **GROUND'S MAINTENANCE ASSISTANT – ITEM FOR NOTE**

Members to note that the position of Grounds Maintenance Assistant was filled on 1 April 2021.

9. **CLERICAL ASSISTANT & RECEPTIONIST – ITEM FOR NOTE**

Members to note that position of Clerical assistant & Receptionist was filled on 17 May 2021.

10. **CONTRACTS OF EMPLOYMENT – ITEM FOR NOTE**

Members to note that in accordance with Minute No. 403-20 the Grounds and Buildings Maintenance operatives' contracts of employment have been transferred from fixed term to permanent contracts of employment.

11. **REVIEW OF DOCUMENTATION – ITEM FOR DECISION**

**Recommendation – Members to consider the adopted documents detailed below and if appropriate resolve to approve amendments to Full Council.**

Appraisal Scheme

Members are requested to consider the adopted Appraisal Scheme <https://godalming-tc.gov.uk/wp-content/uploads/2020/08/Appraisal-Scheme-Guidance-July-2017.pdf> and if appropriate recommend amendments.

Absence & Sick Pay Policy

Members are requested to consider the adopted Absence & Sick Pay Policy <https://godalming-tc.gov.uk/wp-content/uploads/2020/08/Absence-Sick-Pay-Policy-25-July-2019.pdf> and if appropriate recommend amendments.

Leave Policy

Members are requested to consider the adopted Leave Policy <https://godalming-tc.gov.uk/wp-content/uploads/2020/08/Leave-Policy-25-July-2019.pdf> and if appropriate recommend amendments.

Dignity at Work Policy

Members are requested to consider the adopted Dignity at Work Policy <https://godalming-tc.gov.uk/wp-content/uploads/2020/08/Dignity-at-Work-Policy-19-December-2019.pdf> and if appropriate recommend amendments

12. **DATE OF NEXT MEETING**

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 9 September 2021 at 6.30 pm.

13. **ANNOUNCEMENTS**

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

THE COMMITTEE MAY WISH 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.

14. **STAFF RESTRUCTURE – VERIFICATION – ITEM FOR DECISION**

**Recommendation: Members to resolve to agree the recommendations contained within the attached report.**

Members to consider a report from the Local Council Consultancy regarding the verification of salary scales along with the summary and context document.

15. **MUSEUM STAFFING – ITEM FOR NOTE**

Members to receive an update relating to Museum re-opening and staffing.

16. **ESSENTIAL CAR ALLOWANCE – ITEM FOR DECISION**

Members to receive a report on Essential Car Allowance and consider proposed recommendations (attached for the information of Members).

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
Complete Staff Restructure Procedures	<b>Item on this agenda,</b>		<b>1</b>
TC Quarterly meeting	Chair of Staffing & Leader of Council to hold quarterly meeting with TC	15 Sept 2020	<b>3</b>
Staff Meeting	Chair of Staffing & Leader of the Council to attend staff meeting	15 Sept 2020	<b>2</b>
Set Date for Staff Appraisals	Chair of Staffing & P&M to conduct TC annual appraisal - <b>Completed.</b>	15 Sept 2020	<b>4</b>
Review of staffing & employment policies to establish statutory requirement and best practice	TC to seek guidance from SLCC and SSALC – <b>Action Outstanding</b>	15 Sept 2020	<b>5</b>
Annual Report of HR Services	Town Clerk to report on annual usage and cost of external HR Support - <b>Complete</b>	Due February 2020	<b>6</b>

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
Appraisal Scheme	28 March 2019	<b>July 2021</b>
Absence & Sick Pay Policy and Procedure	4 July 2019	<b>July 2021</b>
Leave Policy	4 July 2019	<b>July 2021</b>
Dignity at Work Policy	19 December 2019	<b>July 2021</b>
Fire Safety Precautions and Emergency Procedures	15 November 2018	30 January 2020 <b>Deferred until 9 Sept 21</b>

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
First Aid Policy	15 November 2018	30 January 2020 Deferred until 9 Sept 21
Lone Working Policy	15 November 2018	30 January 2020 Deferred until 9 Sept 21
Code of Conduct – IT Facilities	22 March 2018 Reviewed Feb 2020	February 2022
Social Media Policy	22 March 2018 Reviewed Feb 2020	February 2022
Employee Code of Conduct	13 September 2018 Reviewed Feb 2020	September 2022
DBS Data Handling Policy	15 November 2018 Reviewed Feb 2020	November 2022
Recruitment of Ex-Offenders Policy	15 November 2018 Reviewed Feb 2020	November 2022
Recruitment of Ex-Offenders Policy Statement	15 November 2018 Reviewed Feb 2020	November 2022

**GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2021 TO JUNE 2021**

	APRIL	MAY	JUNE	CUMULATIVE	2020/21	2019/20	2018/19
	Hours	Hours	Hours	Hours			
Available Working Hours	1,362.6	1,343.7	1,448.0	<b>4,154.3</b>	15,801.4	13,107.4	10,865.6
Annual Leave Taken	40.7	40.7	143.8	<b>225.2</b>	1,305.4	1,415.2	1,338.8
Sick Leave Taken	-	12.4	170.2	<b>182.6</b>	239.8	88.1	67.5
Other Authorised Absence	7.4	-	-	<b>7.4</b>	30.4	9.7	4.0
Net working hours	1,314.5	1,290.6	1,134.0	<b>3,739.1</b>	14,225.8	11,594.4	9,455.3
Net working hours as % of available hours	96%	96%	78%	<b>90%</b>	90%	88%	87%
Sick Leave as a % of Available Hours	0.0%	0.9%	11.8%	<b>4.4%</b>	1.5%	0.7%	0.6%
Annual Leave taken as a % of Total Annual Leave	2%	2%	7%	<b>11%</b>	84%	94%	93%
Notes:							
Annual Leave 2020/21 - Full Year				<b>1758.55</b>	1508	1444.2	1266.6
Annual Leave b/f from 2019/20				<b>234.3</b>	45.7	64.4	168.6
Total Annual Leave Available - Full Year				<b>1992.9</b>	1553.7	1508.6	1435.2

All figures are expressed in hours

**GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2021 TO JUNE 2021**

	APRIL	MAY	JUNE	CUMULATIVE
	Hours	Hours	Hours	Hours
Opening TOIL Balance	64.3	68.5	56.5	
Accumulated	43.5	8.0	-	<b>51.5</b>
Taken	39.3	20.0	37.3	<b>96.6</b>
Closing TOIL Balance	<u>68.5</u>	<u>56.5</u>	<u>19.2</u>	
Festivals	-	-	-	-
Council Meetings	7.2	-	-	<b>7.2</b>
Parish Meetings	-	-	-	-
Other Evening Meetings	-	-	-	-
Civic Events	-	-	-	-
Other	36.3	8.0	-	<b>44.3</b>
	<u>43.5</u>	<u>8.0</u>	<u>-</u>	<b>51.5</b>

SC 01.07.21  
 Agenda Item 5



## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> in the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.