

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON 1 JULY 2021**

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

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

119. MINUTES

The Minutes of the Meeting held 20 May 2021 were signed by the Chair as a correct record.

120. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

121. 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.

122. WORK PROGRAMME

Members considered the Committee's work programme and agreed amendments to the work programme. The amended work programme is attached to the record minutes.

123. STAFF ABSENCES & TOIL

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

124. ANNUAL PAY AWARD

Members noted 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 also agreed that it is not intended to seek an additional meeting if the settlement is agreed between meetings.

125. BIKE TO WORK SCHEME

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 & 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).

In order to provide staff with the opportunity to benefit from such a scheme, Members resolved to agree that:

- A. GTC should offer employees the opportunity to partake in a Cycle to Work Scheme; and
- B. the RFO be authorised to register GTC with a Scheme Provider and manage the salary sacrifice process.

126. GROUNDS MAINTENACE ASSISTANT

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

127. CLERICAL ASSISTANT & RECEPTIONIST

Members noted that position of Clerical Assistant & Receptionist was filled on 17 May 2021.

128. CONTRACTS OF EMPLOYMENT

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

129. REVIEW OF DOCUMENTATION

**Members considered the adopted documents detailed below and agreed the following:**

**[Appraisal Scheme](#)**

Appraisal scheme to reflect changes to appraisal sign off requirement. Sign off to be countersigned by Chair of Staffing and if appropriate, Chair of Staffing will report any issues of concern to the Committee. Additionally, discussions regarding 360 appraisal for Heads of Service to be held.

**[Absence & Sick Pay Policy](#)**

Members considered the adopted Absence & Sick Pay Policy and resolved to recommend it be re-adopted by Full Council.

**[Leave Policy](#)**

Members requested the policy be amended to reflect shared parental leave and for it to be brought back to the committee for consideration.

**Dignity at Work Policy**

Due to expected changes in legislation, members requested that the Dignity at Work Policy be reviewed in Q1 2022.

130. **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.

131. **ANNOUNCEMENTS**

There were no announcements.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 14, 15 and 16 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

132. **STAFF RESTRUCTURE – VERIFICATION**

Members considered a report from the Local Council Consultancy regarding the verification of salary scales along with the summary and context document and resolved to agree the recommendations contained within the report.

133. **MUSEUM STAFFING**

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

134. **ESSENTIAL CAR ALLOWANCE**

Members received a report on Essential Car Allowance and requested that further information regarding provision of pool vehicles for Council business be brought forward to the Committee.