

GODALMING TOWN COUNCIL

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27 August 2021

I HEREBY SUMMON YOU to attend an EXTRAORDINARY **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 2 SEPTEMBER 2021 at 7.30pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

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

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [Facebook](#) page.

Committee Members: Councillor Follows – Chair
Councillor Williams – Vice Chair

Councillor Adam	Councillor Ashworth
Councillor Boyle	Councillor Cosser
Councillor Crooks	Councillor Duce
Councillor Faraday	Councillor Heagin
Councillor Hullah	Councillor Martin
Councillor Neill	Councillor Purvis
Councillor PMA Rivers	Councillor PS Rivers
Councillor Rosoman	Councillor Stubbs
Councillor Welland	

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 8 July 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. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chairman of the meeting;
- a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. If a matter raised is one for Principle Councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

6. ACCOUNTS PAID SINCE LAST MEETING & SCHEDULE OF PAYMENTS

RFO to report on the accounts paid since the last meeting.

A schedule of the accounts paid will be tabled for the information of Members. The vouchers relating to these payments will also be tabled at the meeting for inspection. All payments made are in line with the agreed budget or other resolution of this Committee or Full Council.

Members to agree that the Chairman should sign the schedule of accounts paid.

7. YOUTH SERVICES MANAGEMENT GROUP - TERMS OF REFERENCE – ITEM FOR DECISION

Recommendation: Members to resolve to approve the Terms of Reference of the Youth Service Management Group

The Youth Service Management Group (YSMG) was established by resolution of the Council on 15 July 2021 (Min No 189-21 refers) as an Advisory Committee of the Policy & Management Committee. Reporting to the Policy & Management Committee, the purpose of the Youth Service Management Group (YSMG) is to support the Council's Youth Service Officer in the delivery of the Council's youth service activities.

GTC elected representatives on the YSMG are Cllr Duce, Cllr Crooks and Cllr Stubbs. Waverley Borough Council have nominated an Officer to represent the Safer Waverley Partnership.

Members are requested to approve the Terms of Reference for the Youth Service Management Group (attached for the information of Members).

8. YOUTH SERVICE COST CENTRE BUDGET – ITEM FOR DECISION

Recommendation: Members to resolve to approve the Youth Service Budget Proposal 2022/23

At the meeting of the Full Council held on 15 July 2021, the Council resolved to conditionally approve the recommendations set out in the Youth Provision Report with a caveat of conditionality being the requirement for this Committee to approve the youth service cost centre budget. 2021 (Min No 189-21 refers).

In pursuance of the resolution Members are requested to consider the Youth Services Budget Report and approve the Youth Service Budget proposal for 2022/23 (attached for the information of Members). If the proposed budget is agreed the conditionality of the recommendations is removed.

9. **YOUTH SUPPORT FUND – ITEM FOR DECISION**

Recommendations: Members resolve to agree that:

- A. The funds within the base budget currently allocated to Youth Provision are reallocated for 2022/23 to the grants budget.**
- B. Officers undertake a review of the grants allocation procedures and bring forward options for consideration by Members by March 2022.**

In considering the support provided by GTC for the young people of Godalming, the Council sought the views of residents via its recent youth provision survey. The survey informed participants that “The Town Council would also like to know your views on whether there should be a specific council scheme to help fund organisations to provide services and events for our youth (11 to 18 years old) in Farncombe and Godalming?”

Ninety One percent (91%) of respondents indicated that there should be a specific council scheme.

The Youth Provision Consultation report presented to Full Council on 15 July stated that “Whilst Members wished the question to be included in the survey, the question of the funding options have not been explored”. The report also contained a recommendation that If the setting up of a specific scheme is supported, Officers recommend that Members consider a full review of the existing grants budget and procedures.

Whilst not seeking to set out or explore options relating to the wider, existing GTC grants system, to assist the RFO in preparing the 2022/23 budget proposals Members are requested to consider the funding for “*A specific Council Scheme to help fund organisations to provide services and events for youth (11-18 year old) in Farncombe and Godalming.*”

Members had previously agreed to allocate £10,000 within the GTC budget to support the work of the Youth Provision Task & Finish Group. This work culminated in its report presented to Full Council on 15 July. In considering the report of the 15 July, subject to the outcomes of agenda item 8 above, Members agreed that the existing funds accumulated in reserves from this budget line should be used to support the Youth Service Officer’s position between November 21 and March 2022, before that position is supported via the Youth Service Budget. Thereafter, it is suggested that these funds are reallocated to the grants budget with the specific aim of supporting organisations to provide services and events for youth (11-18 years old) in Farncombe and Godalming.

In doing so, it is recommended that a review of the existing grants procedure, with options brought forward for consideration by Members, by March 2022 is undertaken.

10. **APPLICATION FOR COUNCIL COMMUNITY FUNDING – ITEM FOR DECISION**

21/2022 Council Community Fund Allocation	5,000.00
Allocations this year to date	1,226.00
Council Community Fund applications this meeting (including Grant Aid in Kind)	500.00
Balance unallocated if applications agreed	3,274.00

Godalming Town Show – Application Sponsor Cllr Martin

£500 is applied for to assist with operation costs to re-establish the Town Show.

Previous Cash Grants: £1,516 2000/01

Previous In-Kind Grants: £100, 2011/12, 2012/13, 2013/14, £110 2014/15, £200 2015/16, £80 2020/21, 2001/22

The Godalming Round Table has for many years organised the Godalming Town Show & Carnival. The Town show is a much appreciated family event within the community calendar. Normally held at the beginning of June, the 2020 Town Show had to be cancelled due to the pandemic as did the June 2021 Town Show. However, the Round Table wish to re-establish the Town Show and hope to be able to hold the event on The Burys on 18 September 2021 and is requesting a Community Grant of £500 to help bring the event back for 2021.

11. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

12. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 9 September 2021 at 7.15pm or at the conclusion of the preceding Staffing Committee, whichever is later.

13. ANNOUNCEMENTS

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



GODALMING TOWN COUNCIL YOUTH SERVICE MANAGEMENT GROUP TERMS OF REFERENCE

Introduction

The Youth Service Management Group was established by resolution of the Council on 15 July 2021 (Min No 189-21 refers) as an Advisory Committee of the Policy & Management Committee.

Purpose

Reporting to the Policy & Management Committee, the purpose of the Youth Service Management Group (YSMG) is to support the Council's Youth Service Officer in the delivery of the Council's youth service activities.

Membership

Membership of the YSMG shall comprise of:

- 3 x GTC Councillors
- Finance and Corporate Services Officer
- Youth Service Officer
- Representative of the Safer Waverley Partnership

Roles and Responsibilities

Youth Service Officer

- The development, delivery, and evaluation of Godalming Town Council's youth services that encourage the active participation of young people aged 11-18.
- Contributing to the development of opportunities for youth participation by involving young people in the decision-making processes whereby individuals and groups take on responsibilities for themselves and others in the wider community.
- Managing a team of youth support staff and provision of inductions, staff supervision, team meetings and appraisals as well as identifying training and development needs.
- Producing regular reports for the YSMG to monitor progress and evidence of good practice of the Council's youth service.
- Promoting good practice in a professional and inclusive manner.

GTC Councillors

- To elect the Chair of the YSMG from the nominated Councillors.
- To support the Youth Service Officer in the strategic development of the Council's youth service provision.
- To report to Town Clerk any divergence between the views of the YSMG and the Youth Service Officer on matters affecting the operation of the Council's Youth Service;
- To seek external funding in support of the Council's youth services (including production of grant applications).
- To review policies and procedures relating to the provision of the Council's youth services and make appropriate recommendations for the adoption of youth services policies and procedures to the Policy & Management Committee.
- To provide 6-monthly monitoring reports to the Policy & Management Committee.

- To provide an annual youth services report for inclusion in the Council's Annual Report.
- Supported by the Finance & Corporate Services Officer, the Chair of the YSMG, in consultation with the YSMG elected representatives, to be responsible for conducting the Youth Service Officer's performance appraisal and the setting of SMART objectives in line with the Council's appraisal policy.

Finance & Corporate Services Officer

- Clerk to the YSMG, responsible for the agenda and minutes of YSMG meetings and the submission of monitoring reports to the Policy & Management Committee.
- Supporting the Youth Service Officer in the management of the Youth Service Budget, ensuring adherence to GTC Financial Regulations.
- Ensuring appropriate and adequate insurance is in place to support the delivery of the Council's youth service provision.
- To submit external grant applications produced by the YSMG on behalf of GTC.
- To supported the Chair of the YSMG, in conducting the Youth Service Officer's performance appraisal.

Safer Waverley Partnership Representative

- To advise the YSMG of youth support activities and initiatives within the wider Waverley & Surrey context.
- To advise the YSMG of specific issues of concern highlighted to the Safer Waverley Partnership relating to young people's well-being within the Godalming area.

Governance

The YSMG shall meet at least once in every 6 months. In consultation with the Chair of the YSMG, the YSMG Clerk may call additional meetings as appropriate to manage the business of the YSMG.

YSMG agendas and minutes are to be circulated to all Members of the YSMG and published on the Council's website. Minutes of the meetings of the YSMG are to be received at the next meeting of the Policy & Management Committee.

The Staffing Committee retains responsibility for recommendations relating to Youth Service establishment including salary scales, staff appointments, grievances and disciplinary matters.

The overall responsibility for the general management of staff employed by the Town Council rests with the Town Clerk as the Council's Principal Officer. Specific day-to-day management of individual members of staff will be in accordance with arrangements described in their particulars of employment and the Council's staffing policies.

8. YOUTH SERVICE BUDGET REPORT

Introduction

Youth services provide an essential service in support of young people's well-being. Supported by professionally qualified youth workers and where appropriate support volunteers, youth services provide peer-group activities and trusted relationships for young people of secondary school age. They can harness the skills of young people not fulfilled by formal education and provide a safe place for young people to learn together, be supported, and to have fun.

With 85% of a young person's waking hours spent outside of school and formal education, where the loss of youth services is pronounced, vulnerable young people in particular are falling prey to loneliness, poor mental health and fear of youth violence or at risk of exploitation. However, areas investing in youth services demonstrate a positive commitment to young people's inclusion in decision-making, community engagement and increased life skills.

Universal, open-access youth services ensure a base level of quality provision for all young people and provides early help as an essential part of a public health approach to young people's well-being. Such services should be accessible in community settings, with clear pathways to targeted or specialist provision. School catchment areas provide a proxy to ensure access at a local level.¹ Youth Services provided by GTC should naturally be based upon the Broadwater School catchment area, with a focus on the level and quality of service. In delivering a youth service, GTC recognises that it should not be in isolation from other agencies and will work in partnership with the Safer Waverley Partnership in support of its young citizens.

As the national body for youth work, and the Professional Statutory Regulatory Body (PSRB) for youth work in England, the National Youth Agency (NYA) trains youth workers, sets occupational standards, provides accreditation for professional development, and is constantly researching, innovating and improving the methodologies and practice of youth work in all its forms. Whilst much of the statutory duty and guidance pertains to upper tier local authorities, the expectation of residents will be that GTC supported youth services uphold the professional standards for qualifications, training and skill for professionally qualified youth workers, youth support workers and volunteers delivering services on its behalf. To achieve the standards expected of the Council, it will need to provide sufficient resources to meet the staffing requirements, including conditions of service, set out in the Joint Negotiating Committee (JNC) Agreement for Youth and Community Service (Pink Book) and remunerated within the appropriate scales set out within the youth workers' grading structure for the JNC pink book.

Staffing

Whilst the Staffing Committee will oversee the delivery of Job Descriptions, Particulars of Employment etc., it is appropriate that the Policy & Management Committee have an overview of the staffing establishment and operating pattern assumed for setting the Youth Service Budget. It should be noted that this assumed pattern of operation is for budgetary purposes only, however, once in post, if on the advice of the Youth Service Officer the assumed pattern is amended, any changes will be required to be contained within the financial resource agreed by this Committee.

¹ www.nya.org.uk

The Pink Book sets out the Conditions of Service for those employed by local authorities in England and Wales as youth and community workers. Members will wish to note that:

- part-time employees shall have applied to them the pay and conditions of service pro-rata to comparable full-time employees;
- the JNC has endorsed the National Joint Council for Local Government Services (NJC) Equality of Opportunities Guide;
- the majority of the conditions of service set out in the Pink Book are in keeping with the conditions of service set out in the NJC Conditions of Service for Local Government Employees (The Green Book), which relates to all current GTC staff; and
- variations from the Green Guide are:
 - Annual leave = 30 days in addition to statutory and general & public national holidays
 - Minimum notice of period = not less than 2 months
 - London fringe allowance is payable within the whole of Surrey
 - Annual Increments if due are payable on 1 April each year
 - There should be no more than 10 sessions worked per week
 - Session lengths should be clearly defined
 - There should be no more than 8 evening sessions worked per fortnight.

Sessions

Although the intent is that the Youth Service Officer should establish the frequency and length of sessions, the following assumptions, based on the Hailsham model, have been made for establishing the base budget:

- GTC funded Session 1 Mon – Fri
- GTC funded Session 2 Mon – Thur
- Summer School Holiday 3 hrs for 4 weeks
- WBC Friday Night Project to Staff Session 2 on Fridays

Additionally, in considering the budget, allowance has been made for 20 x 3 hour lunch time sessions during the summer school holidays.

Other Costs

1. Training – The NYA recommends that the training budget is set at between 2-5% of the overall Youth Services budget. An allocation of approximately 2.5% is included in the budget.
2. The repairs & maintenance budget has been increased from previous use of the centre.
3. Contribution to premises related provision, is an allowance set against all GTC properties to provide a maintenance and repair reserve for GTC's estate.
4. Equipment, furniture and materials costs have been increased to reflect the likely higher wear and tear.
5. An allowance has been made for staff uniform.
6. The broadband costs are double the current costs. As exemplified by the Museum's public wifi, security and GDPR considerations preclude shared use of the broadband line used to facilitate GTC's systems.
7. The budget assumes that the out of hours use of the centre and the Youth Service Management Group will generate an income of £6,000.

**Cost Centre: 201 Broadwater Park
Community Centre (YOUTH SERVICES)**

		2022/23	
		Budget	£
Employees			
Direct employee expenses	Salaries	<u>70,143</u>	
	Er's NIC	3,650	
	Er's Supn	3,700	
Indirect employee expenses	Training	2,500	National Youth Agency recommend 2-5% of Youth Service Budget
	Enhanced DBS	350	
	Recruitment & Advertising	1,200	
Premises Related Expenditure			
Repairs, alteration & maintenance of buildings		3,000	
Energy costs		3,750	
Rates		1,400	
Water services		500	
Cleaning & domestic supplies		9,500	
Grounds maintenance costs		400	
Premises insurance		0	Included in Head Office costs
Contribution to premises-related provisions		2,500	
Transport Related Expenditure			
Public transport		100	
Car allowances		100	
Supplies & Services			
Equipment, furniture and materials		3,000	
Clothes, uniform & laundry		500	
Printing, stationery & general office expenses		350	
Communications & computing	Broadband	1,000	Two broadband lines
Miscellaneous expenses		500	
Income	Other grants etc	-5,000	External grants and donations
	Customer & client receipts	-1,000	Day time/weekend hire - depends on final configuration
Net Expenditure		<u><u>102,143</u></u>	

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a non-pecuniary interest]³ 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 _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² 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

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