

GODALMING TOWN COUNCIL

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Sir/Madam

I HEREBY SUMMON YOU to attend the Full Council Meeting of the Godalming Town Council to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 23 SEPTEMBER 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

DATED this 17th day of September 2021.

Andy Jeffery
Clerk to the Town Council

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.

The meeting will be preceded by prayer with the Revd Canon John Harkin officiating – all who wish to participate in prayers are most welcome to do so; however, anyone not wishing to participate may leave the chamber or sit quietly for the short duration of the prayers. All individuals' decisions in this matter are respected.

A G E N D A

1. **MINUTES**

THE TOWN MAYOR to sign as a correct record the Minutes of the Meeting of the Council held on the 15 July 2021.

2. **APOLOGIES**

TO RECEIVE 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 TOWN MAYOR 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:

Members of the Public have the right to attend all meetings of the Town Council and its Committees and are welcome.

- 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. RECEIPT OF OFFICIAL ANNOUNCEMENTS

To receive official announcements, letters, etc.

7. RECEIPT OF COMMITTEE CHAIRS' REPORTS

To receive Chairmen's reports of the Committees as under:

Audit Committee

Fixed Asset Disposal Policy

Members resolved to recommend that Full Council adopts the Godalming Town Council Fixed Asset Disposal Policy (attached for the information of Members).

Full Council is requested to resolve to accept the recommendations of the Audit Committee and adopt the Fixed Asset Disposal Policy.

Fixed Asset Policy

Members considered the Fixed Asset Policy and resolved to recommend its re-adoption to Full Council.

Members can view the [Fixed Asset Policy](#) here.

Full Council is requested to resolve to accept the recommendations of the Audit Committee and adopt the Fixed Asset Policy.

Environment & Planning Committee

CIL Funding

Members considered and approved the Neighbourhood CIL application in support of the improvements to the Broadwater Park Sports Facilities. Members resolved to recommend the application to Full Council for the conditional £100,000 funding of Neighbourhood CIL (award to be conditional upon WBC funding the outstanding balance to allow the project to proceed).

Full Council is requested to resolve to accept the recommendation of the Environment & Planning Committee and resolve to approve the allocation of £100,000 of neighbourhood CIL funding to this project, conditional upon WBC agreeing to fund the outstanding balance.

Staffing Committee

Term Time Contracts

Members resolved to recommend that Full Council adopts the Godalming Town Council Guide to Term Time Contracts (attached for the information of Members).

Full Council is requested to resolve to accept the recommendation of the Staffing Committee and adopt the Godalming Town Council Guide to Term Time Contracts.

Review of Policy Documents

Members considered the following documents as amended and resolved to recommend amendments to Full Council (attached for the information of Members).

- Appraisal Scheme
- Leave Policy
- Lone Working Policy

Full Council is requested to resolve to accept the recommendations of the Staffing Committee and adopt the above named documents.

8. RECEIPT OF COMMITTEE MINUTES

To receive the minutes of the undermentioned Committees:

	Meetings Dated
Audit Committee	16 September 2021
Environment & Planning	15 July 2021 4 August 2021 2 September 2021
Policy & Management Committee	9 September 2021
Staffing Committee	9 September 2021

9. GODALMING JOINT BURIAL COMMITTEE – REPORT

TO NOTE FOR INFORMATION the report of the Godalming Joint Burial Committee of its proceedings on the 2 September 2021

10. GODALMING MUSEUM TRUSTEE – ITEM FOR DECISION

Recommendation: Members to nominate a Member to represent the Town Council on the Godalming Museum Trust.

Following the resignation of the Council's representative on the Godalming Museum Trust, nominations are sought for this position.

11. REVIEW OF THE SCHEME OF DELEGATION

Recommendation: Members to resolve to approve and adopt the Scheme of Delegation as amended.

In support of the changes to the staffing structure, roles and responsibilities that come into effect on 1 October, Members are requested to review the existing Scheme of Delegation and, if content, to approve the amendments contained within the document (attached for the information of Members).

12. REVIEW OF FINANCIAL REGULATIONS – ITEM FOR DECISION

Recommendation: Members to resolve to agree amendments to Financial Regulation 11.1i changing the minimum threshold for quotes or estimates to be required for contracts to £5,000 (from £1,000).

The Audit Committee recommends the changing of levels for requiring estimates and quotes to more fairly reflect the size of the Council, bearing in mind any level set does not negate Regulation 10(3) which is the requirement for obtaining best value for the Council.

The Audit Committee proposes Regulation 11.1i be amended to read:

When it is to enter into a contract of between £5,000 and £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations or estimates (price descriptions of the proposed supply). Otherwise, Regulation 10(3) above shall apply.

Members can view the [Financial Regulations](#) here.

13. EXTERNAL AUDITOR'S REPORT

Members to note that Godalming Town Council has an unqualified audit for the financial year 2020/21 (copy of report and email attached for the information of Members).

14. AUTHORISATION OF THE CLERK

TO AUTHORISE the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any Resolution passed by the Council.

15. DATE OF NEXT MEETING

The date of the next Full Council meeting is scheduled to be held in the Council Chamber on Thursday, 16 December 2021 at 7.15pm or at the conclusion of the preceding Environment & Planning Committee, whichever is later.

16. ANNOUNCEMENTS

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



FIXED ASSET DISPOSAL POLICY

Full Council has responsibility for deciding on any asset disposal by GTC, following recommendations by the Audit Committee.

The Audit Committee conducts a periodic review of existing assets, during which the Committee will recommend asset disposals (other than land and buildings) to Full Council if one or more the following criteria are met:

- The asset is not in current use and there is no reasonable expectation of its use in the foreseeable future.
- The asset is not easily stored in existing storage at minimal cost.
- There is a requirement for maintenance/refurbishment which would incur significant costs in the near future.
- The likely market value of the asset outweighs its current value to GTC and to the community of Godalming, and there is a requirement for GTC to purchase other assets which cannot be met from existing funds.

If the above criteria are adequately met, disposal should take place as follows:

- In the case of assets above a likely value of £50,000, a commercial valuation will be sought.
- In the case of assets confirmed as likely to be above a value of £10,000, advice will be sought on the timing of a sale
- In the case of assets of apparently of negligible value, advice will be sought from the Curator of Godalming Museum as to whether they may have historical or niche value.
- In the case of assets of historical or niche value, discussions will take place between the Audit Committee and the Curator as to an approach to the assets, which will then be recommended to Full Council.
- In the remaining case of assets of negligible value, local organisations will be informed or their imminent disposal to allow them to make offers to take on the assets.

Note that other asset disposals may be proposed by the Town Clerk/RFO for the efficient running of the operations of Godalming Town Council, e.g. vehicles, plant.

9. TERM TIME ONLY CONTRACTS GUIDANCE

The purpose of this guidance is to provide information on the complexities of term time only (TTO) contracts and clarify the annual leave arrangements in complex situations such as during long-term sickness absence and maternity leave. This guidance seeks to provide information to employees and line managers to ensure that the pay and conditions of TTO employees are transparent, consistent, fair and they are treated no less favourably than employees on all-year-round contracts.

1. **TERM TIME ONLY CONTRACTS**

1.1 **What is a term time only (TTO) contract?**

A TTO contract allows a member of staff to work in term time only but be paid throughout the year in equal monthly payments. The arrangement allows the employee to remain on a continuous contract that carries on through the school holidays.

A TTO salary is made up of working time and annual leave/public holidays and is paid in 12 equal instalments across the year a TTO employee will receive 1/12th of their annual leave entitlement in their salary each month.

A TTO contract is mainly used in schools but can be used by any service who will allow an employee to work around the school terms. Term time working can help to attract and retain employees with children of school age or with carer responsibilities.

1.2 **How do you calculate a term time only (TTO) salary?**

To calculate a TTO salary you need to know how many weeks will be worked across the year and the annual leave/public holiday entitlement for the role. This is the total weeks paid. You then calculate a pro-rata salary by dividing the full time salary by 52.14286 weeks and multiply this value by the total weeks paid. This salary is also pro-rata if the employee is also part-time.

Method of Calculation

The method of calculation is based on:

- A** Actual number of weeks contracted work per annum divided by
- B** Actual number of weeks in year (52.143) minus number of weeks annual leave and Bank Holidays per annum multiplied by
- C** Number of contracted hours per week

Example based on an individual who works for 12 hours per week, 38 weeks of the year and is entitled to 30 days' annual leave plus 8 Bank Holidays (7.6 weeks) as if they worked the whole time during the year.

A = Actual number of weeks contracted work per annum (38) divided by B = Actual number of weeks in year (52.143) minus number of weeks annual leave and Bank Holidays per annum (7.6) = 44.543 Multiplied by C = Number of contracted hours per week (12) A/B x C = hours payable. Therefore: 38 (A)/ 44.543(B) x 12 (C) = 10.237 hours payable for 52 weeks of the year.

1.3 **How do you know what the entitlement is for annual leave and public holidays?**

Annual leave entitlement is determined by the nationally agreed terms and conditions stated in an employee's particulars of employment. These will be either based on the

National Joint Council national agreement on pay and conditions of service for local government services (The Green Book) or The Joint Negotiating Committee for Youth and Community Workers national agreement on pay and conditions (The Pink Book).

In addition there are normally 8 public holidays in a leave year. TTO employees are entitled to a pro-rata allocation of public holidays that occur during the leave year. This entitlement is unaffected by whether the public holiday occurs on a normal working day for the employee.

The annual leave entitlement and public holidays are incorporated into the annual salary and divided into 12 equal monthly payments throughout the year to ensure the employee receives regular payments and has paid time off work (see point 1.2).

1.4 What is the annual leave year for TTO staff?

In GTC contracts, the annual leave year starts on 1 April to 31 March each year.

1.5 When do staff on TTO contracts take annual leave?

TTO staff take their annual leave during school holidays. They do not need to specify when they are taking annual leave. TTO staff receive payment for annual leave in their TTO salary and they receive 1/12th of their total TTO salary each month.

1.6 What is the maximum number of weeks a TTO contract can be set up for?

The standard weeks per year for a TTO contract are 38 weeks' working time. There is flexibility to increase this and still have a TTO contract, so long as the working time and holiday do not equal or exceed 52 weeks.

If the employee works more than 38 weeks, the additional working weeks need to be agreed in advance by the line manager.

If in setting out a TTO contract the working weeks plus their annual leave entitlement exceeds 52 then the number of working weeks needs to be reduced to accommodate the correct annual leave entitlement. If the total is equal to 52 weeks then the contract is not TTO, it is a standard all year round contract.

1.7 What happens to holiday pay if a TTO employee leaves before the end of a holiday year?

There will inevitably be situations whereby employees leave employment mid-year. Therefore the Finance & Corporate Services Officer will need to make some calculations to ensure that no over or under payment of both salary and holiday pay occurs. The employee will be informed of any under or over payment to be made.

1.8 If a TTO employee resigns and leaves at the end of term (e.g. summer term, Christmas, Easter etc.), when will they be paid until?

TTO employees should give notice in accordance to their contract of employment when resigning from their post. If the employee leaves before the last day of term, then a calculation will need to be undertaken by the Finance & Corporate Services Officer to determine if the employee has been paid the correct amount of salary at this point and also if any holiday pay is due or owed based on their last day of employment.

1.9 How is redundancy pay for TTO employees calculated?

When calculating a week's pay for the purposes of redundancy pay for a TTO employee, the calculation should be based on the number of weeks actually worked (including the paid leave) by the employee.

1.10 What happens to annual leave when a TTO employee is on jury service?

The usual jury service guidelines should be followed when a TTO employee is called up for jury service. Employees are paid at their usual rate throughout jury service which includes the holiday pay element. If jury service coincides with school closure periods, the line manager will need to check if there have been enough school closure periods to accommodate their annual leave allowance. If not, they should be allowed to take their annual leave at a later date.

1.11 What happens with the early May Bank Holiday which is usually outside of school closure dates?

TTO employees receive payment for eight days for bank holidays (pro-rata) which are incorporated into the salary calculations for term time employees. This entitlement is unaffected by whether the public holiday occurs on a normal working day for the employee. This will be accounted for in the pay calculation. Although the employee who usually works on a Monday will benefit to the day off compared to employees who work later in the week, both employees are paid the same.

1.12 What happens to annual leave on maternity /adoption leave?

Employees continue to accrue contractual annual leave and bank holiday entitlement throughout both ordinary and additional maternity leave, whether on the paid or unpaid element of maternity leave. A woman who takes maternity leave must be able to take her annual leave at a time outside her maternity leave. Term time only employees are normally required to take their leave in periods of school closure. The line manager should calculate the number of hours / days of paid leave that the employee has taken at the point at which they go on maternity leave.

If the maternity leave spans across two leave years, the calculation will need to be done for each leave year and the totals added together. If, on a term-time only employee's return from maternity leave, there are insufficient school closure periods to accommodate the employee's outstanding statutory annual leave entitlement the employee must be allowed to take any remaining leave during term time.

For some employees, they may wish to use this just before their return to work. Where there is insufficient time on the employee's return before the end of the annual leave year to take the remaining annual leave, the employee must be allowed to carry over leave to the next leave year. An employee can be required to take this during the remaining periods of school closure after the employee's annual leave entitlement for that leave year has been accommodated. The same principles apply for adoption leave.

1.13 What happens if the employee does not return to work?

If an employee does not return to work, the pay for any outstanding annual leave owed should be calculated by the Finance & Corporate Services Officer. This should be paid to the employee or offset against any monies she may owe, for example due to the need to repay any occupational maternity pay.

2. SICKNESS ABSENCE

Annual leave continues to accrue during sickness absence regardless of how long the employee is off sick or whether sick pay has been exhausted. Annual leave should be taken in the year that it is accrued therefore employees who have been on long-term sickness absence should be encouraged to take their remaining entitlement for the current year. No part of the sickness absence period can be treated as annual leave.

2.1 Can a TTO employee who is on sickness absence leave claim for annual leave they have been unable to take?

There is some basic guidance from ACAS on annual leave and sickness absence which says that annual leave entitlement carries over if an employee is unable to take their annual leave due to sickness.

Where long-term sickness absence has prevented statutory annual leave from being taken before the end of the annual leave year, employees will be allowed to carry this forward to the new leave year to take this accrued holiday on their return to work. Employees should discuss with their line manager how accrued leave will be used. In some circumstances this may be used to facilitate a phased return but must be done so with the agreement of the employee.

Annual leave entitlement can be offset by any period of school closure that occurs in the leave year in question i.e. both before and after the sickness leave period. If on a TTO employee's return from sickness absence, there are insufficient school closure periods to accommodate the employees' outstanding annual leave entitlement, the employee must be allowed to take any remaining leave during term time.

When an absence extends across one leave year into the next, only outstanding accrued leave up to the statutory entitlement of 20 days can be carried forward (pro rata for part time employees).

2.2 Can an employee use annual leave whilst on sickness absence?

In situations where an employee is on long-term sickness absence and requests annual leave to benefit their recovery, an employee can request to use annual leave without breaking their sickness absence. This may be particularly beneficial for employees who have entered a period of half or no pay.

Moving between sick leave and annual leave will not 'break' the sickness and must still be covered by an appropriate medical certificate and needs to be authorised in advance and recorded. In these circumstances further advice should be sought from the Council's HR advisers.

2.3 Can an employee on a TTO contract claim untaken annual leave?

TTO employees are paid for the time they work and their annual leave each month as 1/12th of their total TTO salary.

If a TTO employee is on sickness absence leave, they can only claim **time off** for untaken annual leave if there are fewer non-working days in the leave year than their annual leave entitlement allows for.

The TTO employee can only claim **pay** for untaken annual leave if they were in a half pay or nil pay period whilst on sickness absence leave.

When TTO employees move onto half or nil pay, it will be necessary for the Finance & Corporate Services Officer to check if the employee has had sufficient pay for their proportionate annual leave entitlement. Whilst on full sick pay the employee is receiving their full annual leave pay entitlement, but when their pay reduces to half or nil pay, they would receive less annual leave payment as a result of their sickness absence. As a result, a TTO employee is able to be reimbursed for half the annual leave payment for any half pay period and the full annual leave payment for any nil pay periods.

This payment would only be made on their return to work (in the next available payroll run) or on their termination of employment, should they not return to work.

In some circumstances, as an alternative to making a payment on return to work, the employee could take paid time off for the element of leave they have accrued during periods of half or nil pay. The line manager should discuss the options available with the employee to decide which approach is best. It is acknowledged that it can be impractical to accommodate the employee having time off in term time, and so it will depend on the job role and ability to cover the post.

2.4 How do you calculate the pay a TTO employee should receive for annual leave they have been unable to take whilst they were on sick leave?

Whilst on full sick pay the member of staff is receiving their full annual leave pay entitlement. It is only when they drop to half or nil pay that they would receive less annual leave pay as a result of their sickness absence. They would be able to claim half the annual leave payment for any half pay period and the full annual leave payment for any nil pay period.

APPRAISAL SCHEME GUIDANCE

INTRODUCTION

The appraisal scheme provides the Council with a framework to regularly review an employee's performance, and the employees with an opportunity to give feedback to their employer.

WHO SHOULD UNDERTAKE APPRAISALS?

The Town Clerk will usually appraise those who report directly to the Town Clerk. Managers who report to the Town Clerk would usually appraise the staff reporting to them and share the reports from these appraisals with the Town Clerk.

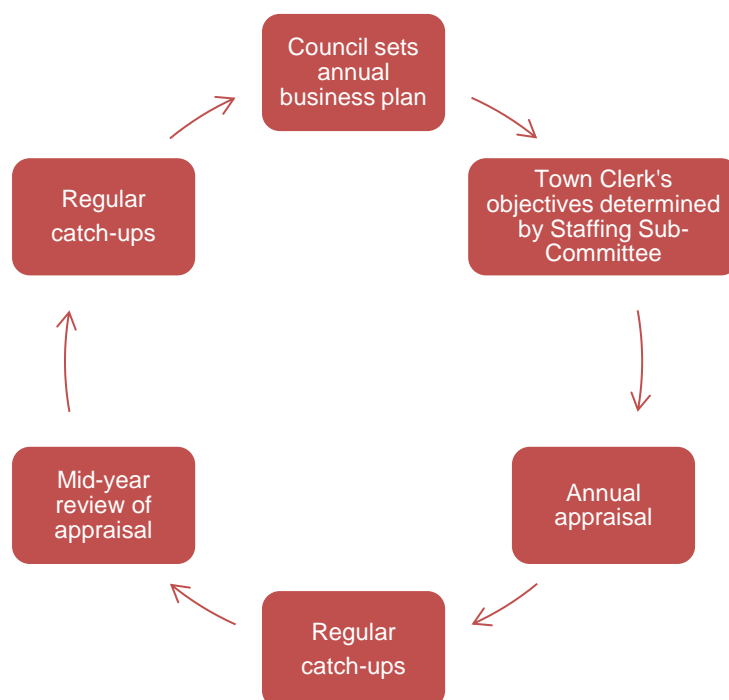
The Staffing Committee will appoint a small Appraisal Panel (2 or 3) from within its number to appraise the Town Clerk.

~~Summary reports from all appraisals will be shared with the Staffing Committee~~

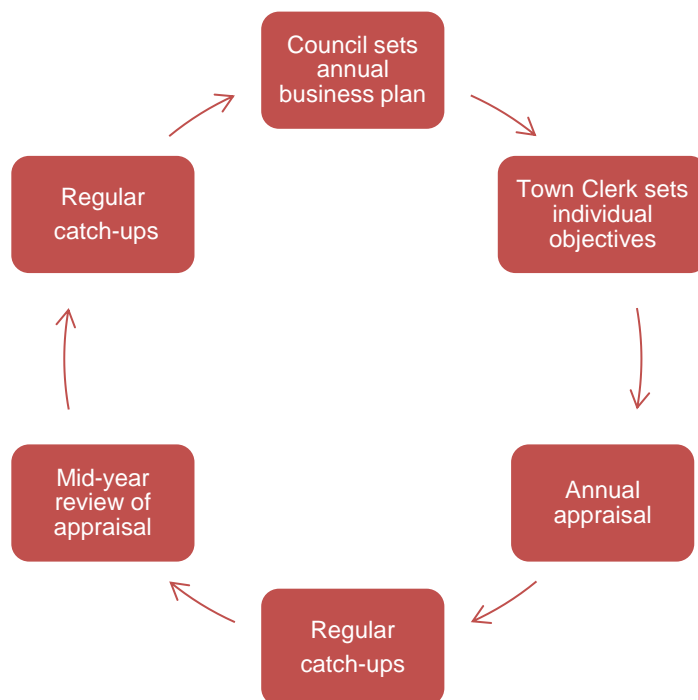
APPRAISALS AND PERFORMANCE MANAGEMENT

Appraisals are an important part of the performance management process. Due to the nature of the Council's management structure, the appraisal process for the Town Clerk differs to that of other staff.

The performance management process for the Clerk



The performance management process for other staff



CORE ASPECTS OF THE PERFORMANCE MANAGEMENT PROCESS

The Council's Business Plan

The Plan sets the Council's objectives for the next year. These objectives can be part of longer term aims.

The Role of the Staffing Committee

The Staffing Committee will:

- ensure that annual appraisals are being conducted for all staff;
- appoint the Appraisal Panel to undertake the Town Clerk's appraisal;
- be responsible for reviewing the performance management process to ensure it continues to meet the Council's needs;
- **The Chair of the Staffing Committee** will countersign the appraisals for all staff, **reporting any areas of concern to the committee for consideration**; and
- will hear any grievances raised by staff in relation to their appraisal. *

*subject to compliance with the ACAS Code of Practice on the conduct of grievance procedures

The Annual Appraisal and Mid-Year Review

The annual appraisal and mid-year reviews and catch-up meetings will follow the format set out in this document with supporting forms for the annual and mid-year reviews.

The Role of Regular Catch-Ups

Catch-ups should be conducted every six weeks or so. Meetings may be more frequent where staff are new to their post, the employee requires more regular support or, the manager is concerned that the employee needs particular attention. Equally catch-ups can take place less frequently where appropriate. However, they should always take place at least every 8 weeks/2 months.

Catch-ups provide the opportunity for regular discussions on progress against objectives highlighting where additional support may be needed or, in exceptional situations, where objectives should be amended. They also provide an opportunity to discuss a range of other day to day matters such as

annual leave or TOIL arrangements; recent or planned absence; workload pressures; progress with learning and development plans etc.

STRUCTURE OF THE APPRAISAL MEETING AND MID-YEAR REVIEW

The appraisal meeting and mid-year reviews are in two parts. The first part looks back over the appraisal period. It looks at:

- the extent to which the objectives have been met;
- noting any particular achievements
- whether the job description has changed;
- whether the learning and development objectives have been achieved; as well as
- noting any other general comments.

The second part looks forward to the next appraisal period. It provides an opportunity to:

- discuss the objectives to be set; and
- identify the learning and development needs.

USING THE RECORD OF APPRAISAL FORM

The form is produced as a Word document to allow flexibility. The form is not intended to restrict the amount which can be written or the number of objectives which can be set.

SETTING OBJECTIVES

All team and individual objectives should be written as SMART objectives.

The number of objectives set will depend on the 'size' of each objective and the other work which a member of staff is tasked with.

If appropriate objectives should have supporting information such as 'milestones' to be achieved or additional information to clarify how the objective should be met or what support might be available.

Appendix A gives some example templates for drafting SMART objectives

RECORD KEEPING

A written record of the appraisal, mid-year review and, catch-up meetings will be given to the employee for their own records and copies will be kept in the employee's personnel file.

The written record of appraisal, mid-year review and, catch-up meetings for the Town Clerk will be held by the Chairman of the Staffing Sub-Committee on behalf of the Committee, as well as in the Town Clerk's own personnel file and a copy given to him/her.

Should the Chairman of Staffing Committee change then these records will be made available to them and any other member of the Staffing Committee appointed to conduct an appraisal meeting (either full or mid-year)

SEEKING AGREEMENT

Wherever possible agreement should be sought for the objectives set. It is important for the appraiser to listen carefully to any concerns raised by the 'appraisee.' However if agreement cannot be reached then the disputed objectives can be referred to the Staffing Committee who will consider whether to amend, withdraw, or retain them after having considered the matter.

Wherever possible, agreement should be sought for the other aspects of the appraisal (i.e. looking back at past achievements, training required, etc.). However, where agreement cannot be reached a note of the employee's comments/objections will be kept together with the appraisal report.

TRAINING

All managers who conduct appraisals should receive relevant training.

At least one of the Councillors who forms part of the appraisal panel for the Town Clerk must have received relevant training.

THE RELATIONSHIP BETWEEN THE TOWN CLERK'S APPRAISAL AND THE APPRAISALS OF OTHER MEMBERS OF STAFF

For clarity, the Town Clerk appraisal process is entirely independent from that of other members of staff. In other words, if for any reason any stage of the Town Clerk's appraisal is delayed in full or in part - then this should not delay any element of the (including objective setting) appraisal process progressing for any other member of staff.

APPENDIX A

Objectives should always be written meeting the SMART criteria although by adding 'Challenging' to the criteria, the objectives can be used to stretch and develop people.

Challenging	The objective should ideally stretch the individual beyond the current level of performance or into a new area
Specific	The objective should provide clarity about the outcome required
Measurable	The objective must include some means by which it will be possible to identify whether it has been achieved.
Achievable	The objective must be challenging and testing but realistic.
Relevant	The objective must be appropriate to the member of staff's role and also fit within the team objectives. Alternatively, there can be one or two personal objectives which are loosely connected with the team objectives but support staff development. (Note that the Staffing Sub-Committee would need to approve expenditure for staff development.)
Time bound	A time-frame must be given. It might be useful to define interim milestones which can be discussed at the 6 monthly review or more frequently.

TEMPLATES WHICH CAN BE USED AS THE BASIS FOR WRITING CSMART OBJECTIVES

Example 1 – For delivering a one-off piece of work

By...*DATE* ...to have written the Plan to deliver the.....

This objective might lend itself to setting milestones such as:

By...*DATE*...to have presented an outline project plan to the *line manager*.

You might also want to include additional information such as:

"You should use Microsoft Excel to detail the activities which fall under the plan, together with dates and responsibilities."

Example 2 – To raise the standard of current performance

To meet the deadlines for.....on 95% of occasions during the second half of the year.

This objective lends itself to noting what both the appraiser and appraisee need to do to enable this objective to be met. For example:

- Appraiser will explore the possibility of team member attending a Time Management course.
- Appraiser will support the team member in taking one half day to tidy up and sort out personal workspace.
- Team member to use Outlook to create a running 'to do' list.
- Team member will readbook on time management.
- Team member's time management will be a regular item for discussion at catch-up meetings.



LEAVE POLICY

(To be read in conjunction with the Absence & Sick Pay Policy and Procedure)

Policy Statement: The aim of this policy is to outline the leave entitlement of an employee. The Policy aims to ensure fair, equitable and consistent treatment of staff and is based on The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book")

1. INTRODUCTION:

The Council recognises that every individual, may, at some point, be challenged by unplanned and unexpected events or sudden 'life events' which can affect not only the individual's work but may also impact on other colleagues. The Council's Leave Policy provides a range of options to assist staff to meet these challenges, whilst ensuring the proper functioning of the Council's services.

PART ONE – ANNUAL LEAVE ALLOWANCE

2. LEAVE YEAR GUIDELINES:

- The Council's annual leave year runs from 1 April to 31 March.
- Annual leave should be planned over the year and not "saved" until the end of the financial year. Staff should give consideration to the operational needs of the Council prior to making an annual leave request. Every effort will be made to accommodate requests for annual leave.
- Requests for annual leave should be made in a timely manner with, under normal circumstances, a minimum of 3 days' notice for leave periods up to 5 days and 3 weeks' notice for periods over 5 days.
- In the normal course of events, requests for annual leave should be made no more than 12 months in advance of the planned leave. However, where a special event is being planned an exemption may be granted by the Town Clerk.
- Annual leave must be taken at times agreed with the employee's Line Manager. However, during peak operating periods or when planned major civic events are taking place, leave must also be authorised by the Town Clerk.
- The maximum single period of leave, under normal circumstances, will be two weeks. Requests for longer periods of leave will require the approval of the Staffing Committee. Such requests should be made in writing to the Town Clerk a minimum of 3 months prior to the requested leave to allow such requests to be put to the Staffing Committee (if exact dates are not known, the request should state an approximate range of dates).
- **Employees are reminded not to pre-book any holiday prior to approved leave being granted.**
- Any employee not having taken at least 18 days of their Annual Leave Allowance (ALA) by 31 January will be required to submit a leave plan which provides for a minimum of 28 paid leave days to have been taken by 31 March. (18 days ALA, 2 Statutory Days plus 8 Public Holidays = 28 Days) pro rata for part time employees.

- All annual leave should be taken within the current leave year. In **exceptional circumstances**, employees may be allowed to carry over a maximum of five days untaken annual leave into the following year. Staff must request prior approval of the Town Clerk no later than 31 January in order to carry over unused annual leave. The Town Clerk will require approval of the Chair of the Staffing Committee in order to carry over unused annual leave.
- Legitimate 'exceptional circumstances' could include:
 - Workload – covering for other staff absences (other than normal annual leave) for more than 4 weeks;
 - Preparing for a successor or succession;
 - Undertaking additional duties (either temporarily or permanently) which the Staffing Committee, upon review, deem not to have been sufficiently resourced.
- Subject to the above, and the provisions of the Council's Absence & Sick Pay Policy and Procedure and Maternity/Paternity/Adoption/Shared Parental Leave Policies, any untaken leave will be lost and employees will not be entitled to pay in lieu of untaken annual leave.
- Except where allowed by Employment Rights Act 1996 (Time Off for Dependents) leave taken without the prior approval of the employee's Line Manager will be classified as unauthorised absence and may result in pay being withheld, and/or disciplinary action being taken.

3. LEGAL REQUIREMENT UNDER THE WORKING TIME AMENDMENT REGULATIONS:

The Council's minimum leave allowances (21 days annual paid leave, 2 days extra statutory days plus 8 public holidays) exceeds the 28 days minimum annual leave required under the working time amendment regulations 2007. It is a statutory requirement that staff take a minimum of 28 days' paid annual leave each year. Employees are unable to carry forward holiday if this leaves them with less than 28 days leave in any year.

4. PUBLIC HOLIDAYS:

Employees shall, irrespective of length of service, be entitled to a holiday with a normal day's pay for each of the statutory and public holidays as they occur.

5. ANNUAL LEAVE:

Leave entitlement is 21 days per annum (rising to 25 days a rate of 1 day for each completed 12 months counting from the 1 April following the start of employment of continuous Local Government service up to a maximum of 25 days annual leave entitlement per annum) plus two extra statutory days and public holidays (pro rata for part time employees). For the purposes of entitlements regarding Annual Leave, Occupational Sick Pay and the Occupational Maternity Scheme, continuous service will include continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies. Further guidance relating to the definition and calculation of eligible continuous service is detailed in 'The Green Book'.

6. EXTRA STATUTORY HOLIDAYS:

Employees shall have an entitlement to two extra statutory days holiday, these 'statutory days' are to be used during the Christmas to New Year closure period.

7. CALCULATION OF ANNUAL LEAVE ENTITLEMENT FOR NEW STARTERS AND LEAVERS:

The annual leave entitlement of employees leaving or joining the Council is pro-rata to their completed service during the leave year. Deductions from an employee's final salary payment will be made for any leave taken in excess of entitlement.

For the purpose of calculating leave (annual, public and extra statutory holidays) entitlements may, where necessary, be expressed in hours over the leave year.

8. CHRISTMAS TO NEW YEAR HOLIDAY CLOSURE:

Godalming Town Council will follow the 'Council Office Closure' schedule set by Waverley Borough Council. If the Christmas Office Closure covers a period in excess of public holidays plus the two statutory days' holiday detailed above, staff will be required to allocate any additional days against either their annual leave entitlement or 'accrued' TOIL. Notice of the number of days required to be set against this requirement will be announced no later than 31 October. It should be noted that due to the operational requirements of Godalming Town Council or the Godalming Joint Burial Committee, it may not be possible to grant all staff leave during the entire shut down period, in which case appropriate adjustments to leave records will be made.

9. TIME OFF FOR RELIGIOUS FESTIVALS OR OBSERVATIONS:

Wherever possible, the Council shall endeavour to accommodate requests for time off for religious festivals or observations which are not covered by statutory public holidays. Employees must use their annual leave entitlement or accrued TOIL for this purpose.

10. PROCEDURE FOR OBTAINING APPROVAL AND RECORDING OF LEAVE:

An employee's Line Manager must approve all paid leave in advance. Staff wishing to take paid leave should follow the procedure set out below:

- Staff are required to enter requested leave dates onto their leave card held by the Support Services Executive.
- The Support Services Executive will present the relevant leave cards to the appropriate Line Manager for authorisation of the request as soon as practicable. On authorising leave, Line Managers are to inform the staff member that their leave request has been granted.
- If approved, the Services Support Executive will update the details of the leave onto the staff leave calendar (shown on Microsoft Outlook for ease of reference by Line Managers and other staff).
- Upon notification from a Line Manager, the Support Services Executive is to record on an individual's leave record card any occasion where a staff member was required to work on a Public Holiday.
- The Town Clerk shall consult with the Chair of the Staffing Committee when making his/her leave arrangements and where the Town Clerk has delegation for authorisation of discretionary leave in relation to other staff, he or she will seek such authorisation from the Chair of the Staffing Committee or Vice Chair if the Chair is unavailable.

PART TWO – SPECIAL FORMS OF LEAVE

11. PUBLIC DUTIES:

Paid leave of absence will be granted for employees undertaking jury service or serving on public bodies or undertaking public duties. Where an allowance is claimable for loss of earnings the employee should claim and pay the allowance to the Council.

12. ELECTION DUTIES:

Employees who wish to act as presiding officers, poll clerks or counting officers may request to take an unpaid leave day to carry out these duties. Employees should consult the Town Clerk and obtain permission, which should not be unreasonably withheld, before accepting the appointment.

13. LEGISLATIVE BACKGROUND:

The Council recognises and abides by the current legislation regarding Maternity, Paternity, Adoption, Shared Parental Leave and Ordinary Parental leave. In the event that an eligible employee is seeking to take any of the aforementioned leave they should, at the earliest opportunity, discuss their plans with their Line Manager who will be able to seek further advice on leave entitlements, pay rates and the legislation which is current at the time.

14. OCCUPATIONAL MATERNITY SCHEME:

The Occupational Maternity Scheme, as detailed in 'The Green Book' shall apply to all pregnant employees regardless of the number of hours worked per week who have completed at 1 year's continuous local government service at the 11th week before the Expected Week of Childbirth

15. HEALTH & SAFETY IN PREGNANCY:

On receipt of written notification from an employee that she is pregnant, the Town Clerk should carry out a risk assessment. The employee and relevant Line Manager should be fully informed of any risks identified. The Line Manager and employee have an on-going responsibility to monitor any potential risks that may be present.

16. SHARED PARENTAL LEAVE AND STATUTORY SHARED PARENTAL PAY

Employees and their partner may be able to get Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) if they are:

- having a baby
- using a surrogate to have a baby
- adopting a child

They can share up to 50 weeks of leave and up to 37 weeks of pay between them.

They need to share the pay and leave in the first year after their child is born or placed with their family.

They can use SPL to take leave in blocks separated by periods of work, or take it all in one go. They can also choose to be off work together or to stagger the leave and pay.

To get SPL and ShPP, an employee and their partner need to:

- meet the eligibility criteria - there's different criteria for birth parents and for adoptive parents or parents using a surrogate.
- Give notice to employers

Full details and information on SPL and ShPP can be found at <https://www.gov.uk/shared-parental-leave-and-pay>

17. PATERNITY LEAVE:

Up to two weeks paid leave (to be taken in a block of one or two weeks leave over a single period) shall be granted to the child's father or the partner or nominated carer of an expectant mother or co-adopter at or around the time of birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth.

18. ANTE-NATAL APPOINTMENT:

Any pregnant employee has the right to paid time off to attend ante-natal appointments and must produce evidence of appointments if requested to do so. Wherever possible these should be arranged outside of core time. A baby's father, the expectant mother's spouse or civil partner, or an employee in a long-term relationship with the expectant mother can take unpaid leave to accompany a pregnant woman to 2 antenatal appointments (taking up to 6 and a half hours per appointment).

19. CARER LEAVE:

Godalming Town Council recognises that a flexible and supportive approach is required for those who have care responsibilities for others. Discretionary leave may be granted in the following circumstances:

Serious illness of a Husband, Wife, Partner, Son / Daughter or a close family member who requires constant care and attention in their own home, where no other care arrangements can be made or normal care arrangements have broken down, for example a person living alone recovering from an operation.

Up to five days with pay may be granted at the discretion of the Town Clerk in accordance with the individual circumstances of the case. These additional days paid leave will not normally be granted until employees have exhausted any outstanding annual leave entitlement (based on the pro-rata calculation of the full annual entitlement on the date of request).

In cases of family sickness other than serious illness, consideration will be given to allowing the employee flexibility for start, finish and lunch times to allow them to care for their Husband, Wife, Partner, Son, Daughter or a member of their close family.

The Council's Carer Leave Scheme should be used in circumstances where the illness relates to someone who is normally directly dependent upon the employee for domestic support.

20. TIME OFF FOR MEDICAL SCREENING AND OTHER MEDICAL APPOINTMENTS:

Wherever possible, visits to a GP and other routine medical appointments should be made outside working hours.

Where this is not possible, appointments should be made to minimise the extent of absence from work, for example, either at the beginning or end of the working day. Paid leave of up to two hours may be granted at the discretion of the Town Clerk, time off in excess of this period

will be permitted, subject to the employee making up the hours lost. Time in excess of two hours is to be recorded by Support Services in the TOIL log with the accrued TOIL balance amended accordingly.

Employees having to attend hospital, clinic appointments or work related medical appointments (e.g. sight tests or occupational health) where the timing of the appointment(s) is beyond their control will be able to attend these appointments during the working hours with no expectation to make up the hours lost.

Necessary paid time off will be granted for the purpose of cancer screening.

21. SPECIAL LEAVE:

Additional leave with or without pay may be granted in special circumstances at the discretion of the Staffing Committee, such requests are to be made in writing to the Town Clerk.

22. COMPASSIONATE LEAVE:

The Town Clerk may grant up to three days' paid compassionate leave to help an employee cope with the serious illness or death of an immediate family member.

23. FUNERALS:

An additional paid Compassionate Leave day may be granted for attendance at the funeral of an immediate family member; Spouse or Partner, Parent (birth, adoptive or step-parent), Child (birth or adopted) or Sibling (including step sibling).

24. TIME OFF FOR DEPENDANTS:

All employees (regardless of their length of service) have the right to take a reasonable amount of unpaid time off work in order to deal with particular unexpected emergencies affecting their dependants.

A dependant is:

- A spouse;
- A civil partner;
- A child;
- A parent;
- A person who lives with the employee other than as his or her employee, tenant, lodger or boarder;
- Any other person who would reasonably rely on the employee for assistance if he or she fell ill or was injured or assaulted, or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury; or
- In relation to the disruption or termination of care for a dependant or any other person who reasonably relies on the employee to make arrangements for the provision of care.

An example of time off for dependants is if your child falls ill you could take time off to go to the doctor and make care arrangements. Your employer may then ask you to take annual leave or parental leave if you want to look after your child for longer.

Although there is no requirement to give notice the employee must, as soon as possible, tell their Line Manager the reason for their absence and how long they expect to be away from work.

Exceptionally, consideration will be given to events which may be foreseen, but which are of a serious nature such as to make the presence of the employee necessary, for example, time off to settle an elderly relative into a care home or to attend a hospital appointment or planned

operation with a child/partner. Such requests should be made to the Town Clerk for determination in consultation with the Chair of the Staffing Committee.

25. TIME OFF IN LIEU:

For staff members above pay point 28 (23 on new scales as of 1 April 2019), unless otherwise agreed as part of employment particulars, authorised additional hours worked outside of an individual's normal working hours will be compensated for by Time off in Lieu (TOIL). The points set out below govern the accrual and taking of TOIL.

Accruing TOIL

- Additional hours which may accrue TOIL must be authorised in advance by the Town Clerk.
- Unless otherwise approved and authorised by the Staffing Committee, TOIL will be granted at single rate (one hour worked equals one hour TOIL) when a member of staff is required to work outside their normal hours to service weekday meetings or to attend weekday Civic, Mayoral or approved external events.
- Staff attending weekday evening meetings or weekday Civic, Mayoral or approved external events will receive single rate TOIL with an additional hour to cover travel time, meeting preparation and clear-up.
- For meetings started during the employee's normal working day and proceeding beyond the end of the working day, single TOIL will be granted as earned after the end of the working day.
- Staff attending weekend meetings or weekend Civic, Mayoral or approved external events will receive TOIL at time and a half for the duration of their involvement /requirement at the event. Additionally, staff will be granted travel time to and from an event. Travel time will be determined by the most direct route and standard parameters of the RAC route planner (www.rac.co.uk/route-planner). The approved travel time allowance is to be recorded in the TOIL log.
- Employees are to report TOIL hours to the Support Services Executive in writing, and the Support Services Executive will maintain the TOIL log, recording the date of accrued toil, the amount of toil time claimed, employees accumulated TOIL, date TOIL taken, balance of TOIL remaining. Once recorded in the TOIL log, the entry is to be signed authorised by the Town Clerk.

Taking TOIL

- Whilst all staff should aim to take TOIL as soon as practicable after the date of accrual, in recognition of the relatively small number of employees at the Town Council and the resulting difficulty of taking time off, no more than 22.5 hours (three working days) TOIL can be accumulated at any one time. This is pro-rated for part-time staff.
- Toil is to be requested and recorded using the same procedure as when requesting Annual Leave, with the added requirement that once approved by the Line Manager, the leave card is counter signed by the Support Services Executive to indicate that sufficient TOIL is available to support the request and that the accrued TOIL balance has been adjusted accordingly.
- The Town Clerk will inform the Chair of the Staffing Committee before taking TOIL in excess of 7.5 hours.
- TOIL cannot to be taken in advance of the hours being accrued.
- Except when leaving and by specific agreement of the Staffing Committee, TOIL cannot be 'bought back'.

PART THREE – IMPLICATIONS ON PENSION CONTRIBUTIONS

25. UNPAID LEAVE:

If employees are granted unpaid leave of absence or leave on reduced pay

For the first 30 days: Full LGPS membership continues to build up during this period but the employee must pay the pension contributions that would have been paid had she/he been at work.

After 30 days: This period will not count as pension scheme membership unless the employee opts to pay for it to do so. For the period to count as pensionable service he/she can elect to pay pension contributions for the whole period (up to a maximum absence period of 36 months) by taking out a Shared Cost Additional Pension Contribution (SCAPC) contract in order to maintain their full pension benefits. If the employee wishes to do this they must notify the RFO in writing within 30 days of their return to work (or within 30 days of leaving work if they do not return). Details of the cost of buying back the 'lost' pension can be obtained from the Pension Scheme; please ask the RFO for details.

26. MATERNITY, ADOPTION, PATERNITY AND SHARED PARENTAL LEAVE:

The implications of these types of leave is set out in the National Agreement of the National Joint Council for Local Government, a copy of which is available at the Town Council Offices.

27. INDUSTRIAL ACTION:

If employees who are LGPS members are absent from work due to industrial action they will also have the option to buy back the 'lost' pension by making an Additional Pension Contribution. In order to do so they must write to the RFO, however, there is no time limit and the entire cost will be met by the employee.

This is a non-contractual procedure which will be reviewed from time to time.

LONE WORKING POLICY & PROCEDURES

INTRODUCTION

All Town Council staff are at some point lone workers. Staff working at outside locations such as the Wilfrid Noyce Centre, Broadwater Park Community Centre, Pepperpot & Godalming Museum or the Cemeteries may be lone workers by virtue of their isolation. Staff based at the Town Council offices may find themselves the only member of staff in the office from time to time. Several hazards present themselves to staff working alone, ranging from personal accident or a transport breakdown to personal attack.

It is not possible to anticipate every eventuality. Therefore, this document is only intended as a guide for staff to help them devise safe systems of working for lone working.

It is recognised that often it is necessary for staff to work alone, and sometimes away from their normal place of work, carrying out site visits, inspections and the like.

The Council as a responsible employer is concerned to take steps to increase the support and protection of its staff whilst working alone and/or away from the office. These guidelines attempt to balance the Council's need to carry on its business whilst also ensuring safety of staff.

It is expected that through adoption of the following guidelines, the likelihood of incidents can be reduced. Regardless, arrangements for support for employees are to be made available should they be required.

LEGISLATION

The primary requirement of the Health and Safety at Work etc. Act 1974 imposes a 'duty of care' on organisations for all its employees.

There is no general legal prohibition on working alone but sometimes the law requires that at least two people must be involved in some types of work and specifies the safe system of work to be followed.

The **Management of Health and Safety at Work Regulations 1999** requires employers to assess the risks to health and safety involved with activities at work.

DEFINING TERMS

The term *lone working* within the meaning of this policy, applies to a person operating singularly, as given by the following examples:-

- 1 Staff working alone in the Council offices both within and outside *normal working hours*.
- 2 Staff working alone in other Council buildings both within and outside *normal working hours*.
- 3 Staff travelling between the Town Council office and other Council (or Joint Burial Committee) premises.

This policy does not specifically pertain to staff working from home.

A POLICY FOR SAFEGUARDING STAFF

Wherever possible, lone working should be avoided, however, where lone working is unavoidable reasonable steps should be taken to ensure lone workers are not placed at unacceptable risk.

Managers should ensure that staff working alone and operating out-of-doors are supplied with appropriate PPE and communication arrangements.

Lone workers should carry a mobile telephone at all times. The telephone need not be Council supplied but the contact number should be made available to the Support Services Executive as well as their line manager.

All employees are required to take all reasonable safety precautions when undertaking their work function and this requirement is especially important when operating alone.

Managers of staff who are required to regularly work alone or externally from the main council offices are to ensure periodic meetings are held to support the health and well-being of the employee. Such meetings are also required to monitor workload and performance.

Employees who operate in a lone worker capacity should inform their manager of any change in their personal circumstances, including health, which might have a bearing on their personal safe working arrangements.

Staff instructing contractors who may be required to work alone at council premises are to ensure that appropriate arrangements are in place to monitor lone contractors and that the lone contractor has a named point of contact within the council, including telephone contact details.

LONE WORKING PROCEDURES & GUIDANCE

GUIDELINES FOR EARLY AND LATE WORKERS:

Any member of staff working outside normal working hours is at greater risk when there is no help available. The best solution is to avoid such lone working, either by home-working or by planned activity involving two or more people.

If it is unavoidable, sensible precautions should be taken:

The Line Manager should be aware that such work is taking place and ensure that staff know of any special arrangements required on entering or leaving the premises and making it secure. When working alone, outside normal office hours, entrance doors should be locked. Entry to the council offices outside of normal opening hours should only be permitted by prior appointment.

GUIDELINES FOR STAFF WORKING ALONE DURING OFFICE HOURS:

If working alone during office hours then on no account should the front door be opened to anyone without first ascertaining, who the visitor is.

Visitors into the offices should be met in the entrance hall (in this way the visitor will be unlikely to know that there is no-one else in the office). If any visitor makes you uncomfortable, and appears unwilling to leave, then you must either lock the foyer door to prevent entry into the office or if this is not possible leave the building including via the rear exit door if necessary and then contact any other staff member to accompany you back into the building.

Any incidence of an unauthorised person gaining access to the Town Council offices should be notified to the Town Clerk as soon as possible.

GUIDELINES FOR STAFF MAKING SITE VISITS

Always tell someone where you are going and what time you expect to return.

If you expect to meet someone then leave details of who you expect to meet, when and where at the office. Electronic Diary should be kept up to date with details of any appointments and contact information of the person(s) being met.

GUIDELINES FOR STAFF WORKING AT A BASE OTHER THAN THE TOWN COUNCIL OFFICE

Always carry your mobile phone and make sure it is useable.

Note that the Town Council does **not** expect you to take any undue risks. While the security of the Town Council's premises is important it is not more important than your safety - if at any time you feel uncomfortable or at risk either leave or do not enter the premises. If possible call another member of staff and ask for assistance - if necessary call the police.

TRAINING REQUIREMENTS

Employees and others must be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Staff will be required to follow the safe working procedures and have awareness of emergency procedures. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns or training needs to their line manager.

SCHEME OF DELEGATION

This scheme of delegation authorises Standing Committees of the Council, the Proper Officer and the Responsible Finance Officer to act within delegated authority in the specific circumstances detailed. These delegations are necessary for the effective day to day running of the Council. This scheme of delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

COUNCIL AND ITS COMMITTEES

1. Council

The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- Approval of Budget and setting the Precept
- Authorisation of Borrowing
- Approval of the Council's Annual Governance Statement and the Accounting Statement.
- Addressing recommendations in any report from the internal or external auditors
- Making, amending or revoking Standing Orders, Financial Regulations and the Scheme of Delegation
- Appointment to Standing Committees
- Filling of vacancies occurring on any Standing Committee of the Council during the Civic year
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- Approving and adopting the Council's Aims and Objectives
- The appointment of the Town Clerk and the Responsible Finance Officer taking into account the advice of the Staffing Committee
- The dismissal of the Town Clerk or Responsible Finance Officer
- The dismissal of members of staff, excluding during probationary periods
- Dates of meetings of the Council
- Agreement to take on new, including devolved services, subject in all cases to the recommendation of the Staffing and Policy & Management Committee
- Matters of principle or policy
- Noting all the minutes approved by Committees
- Approval of application for the Local Council Award Scheme
- Nomination and appointment of representatives of the Council to any other authority, organisation or body
- Any proposed undertaking committing expenditure above £50,000
- Responses to legislative and other allied consultations excluding planning related matters dealt with by the Policy & Management Committee
- Prosecution or defence in a Court of law other than an Employment Tribunal

- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a Committee
- Decisions to adopt the General Power of Competence
- Write off of bad debts
- All other matters which must, by law, be reserved to the Full Council

2. Delegation to Committees

For the day to day business of the Council, there are three Standing Committees of the Council

- Policy & Management
- ~~Mayoralty~~
- Audit
- Staffing

The terms of reference and accountability of each committees is set out in Chapter 15 of the Council's Standing Orders.

The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where decisions are delegated to a Committee, so as far as is legally permissible, they are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.

All Committees shall be delegated to make a decision on behalf of the Council to approve of the Committees Minutes as a true and correct record and to pass such minutes for Noting by the Council.

PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER

3. Proper Officer

The Town Clerk is designated and authorised to act as Proper Officer of the Council for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer other than as required by the LGA 1972 S151 (Responsible Finance Officer) and as such is authorised to carry out the functions specified in Chapter 3 of the Council's Standing Orders. Additionally to the above, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council.

- Oversee all of the Council's services
- Manage the Council Staff in accordance with the Council's policies, procedures and budget
- Authorisation of expenditure as detailed in the Councils Financial Regulations
- Take, discontinue and/or appear in any legal action authorised by the Council
- Take Counsel's advice or instruct Counsel to represent the Council in any legal action authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest
- In consultation with the Leader of the Council, negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal

- Terminate employment during probation and to review salary on completion of probationary periods (in consultation with the Chairman of the Staffing Committee)
- Commission legal and professional advice on staffing matters
- To apply for planning consent for carrying out of development by the Council
- Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land
- Negotiating the terms of any lease, licence conveyance or transfer of land or property
- The granting or refusal of the Council's consent under the terms of any lease
- The granting of easements, wayleaves and licences over Council land
- Exercise in his own right or to authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control
- Serve requests for information as to ownership, occupation and other interests in land for the purpose of any function under their control
- Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Standing Orders and Financial Regulations.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Town Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements.

The Town Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

Provided that such authorisation is not prohibited by statute, the Town Clerk, to whom a power, duty or function is delegated, may authorise another Officer to exercise that power, duty or function, subject to:

- Such authorisation being in writing
- Only to be given to an Officer below the delegated officer in the organisational structure
- Only being given where there is significant administrative convenience in doing so
- The Officer authorised by the Town Clerk acting in the name of the Town Clerk

A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

4. Position of Leader of the Council

The Council will appoint a Leader of the Council who will normally hold the position of Chair~~man~~ of the Policy & Management Committee.

Since no individual Member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Leader to undertake overall management of the business of the Council, including:

- Day to day decisions on the implementation of Council Policy

- Overseeing work to implement Council Strategy
- Managing Urgent Business
- Liaising with political groups to propose a consensus on Council priorities

It should be noted that the Leader of the Council is a political position and does not replace or usurp the statutory position and role of the Mayor as Chair~~man~~ of the Council

5. Urgent Matters

In the event of any matter arising which requires an urgent decision, the Town Clerk shall forthwith consult with the Leader and Mayor and other relevant Committee Chairs and/or Vice Chairs before acting on behalf of the Council.

Before the Town Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning an Extraordinary Meeting of the Council or appropriate Committee.

Whenever any action is taken as a matter of urgency, full details of the circumstances justifying the action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.

6. Absence of the Town Clerk

The Town Clerk has broadly two roles within the organisation of the Council, firstly to fulfil the functions of the designated Proper Officer of the Council as detailed in para 3 above and Section Three of the Council's Standing Orders and secondly to act as the council's senior executive and head of paid services with overall responsibility for the strategic delivery of council services.

Delivery of Council Services: The tactical delivery of council services lies with the staff member responsible for the day to day delivery of the service. However, in the ~~unlikely~~ event that a staff member requires guidance on an urgent & significant issue which cannot wait until the return to work of the Town Clerk, ~~they may consult directly with the~~ the Corporate Services Officer acting as Deputy Town Clerk is authorised to act as the Proper Officer and head of paid services. The Corporate Services Officer, where necessary, will raise the matter directly with the Chair~~man~~ of the Committee responsible for the service. Emergency expenditure may be incurred within the criteria set out in table 1 below. The Town Clerk is to be briefed on the issue in question at the earliest opportunity upon his/her return to work.

Delivery of Democratic Services; In the unplanned/unexpected absence of the Town Clerk, the ~~Support~~ Corporate Services Officer is to inform the Chair~~man~~ of the Council and the Chair~~man~~ of the Staffing Committee of the situation and is authorised to carry out the functions of the Proper Officer necessary to ensure the continued delivery of the council's democratic services, specifically those required under Standing Order 32 – the serving of a duly signed summons confirming the time, place and the agenda for a meeting of the Council or one of its committees and the posting of the appropriate public notices.

Additionally in the unplanned absence of the Town Clerk which has or is likely to exceed 7 days, the Corporate Services ~~Support~~ Officer is authorised to liaise with the Chair~~man~~ of the Council (Mayor) in order to call an extra-ordinary meeting of the Council as provided by Standing Order 134, for the purposes of agreeing arrangements appropriate for the situation.

7. Responsible Financial Officer

The Responsible Finance Officer to the Council is the designated Local Government Act 1972 Section 151 Officer and shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

The Responsible Finance Officer is authorised to:

- Operate the Council's banking arrangements.
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate
- Enter into leasing and contract hire agreements for the acquisition of vehicles, machinery and equipment approved by Council or an appropriate Committee on such terms as are considered appropriate
- Manage investments as authorised by the Council's investment strategy
- Raise and repay loans approved by the Council
- Authorise action for the recovery of debt
- Maintain a Register of Assets and Inventory of Equipment
- Determine the Town Council's insurance requirements.
- Make all necessary arrangements for the Council's insurance
- Prepare a draft budget for consideration by Council (in consultation with the Town Clerk)
- Prepare the final accounts for each financial year

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Responsible Finance Officer will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders and Financial Regulations
- The Council's Policy Framework and other adopted policies and procedures of the Council
- All statutory common law and contractual requirements

The Responsible Finance Officer may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

8. Authority to Incur Expenditure

Table 1 details the authorised limits of expenditure and certification of invoices, costs above these limits are to be referred upwards to the Town Clerk, appropriate Committee or Full Council as appropriate to the circumstances.

Table 1.

AUTHORITY	LIMIT	OFFICER	COMMENTS
1. To incur expenditure	Within budget	Town Clerk	As Proper Officer for the Council, the Town Clerk is tasked with enacting the decisions of the Council and does this within approved budget parameters

	Less than £2,000 and within budget cost centre <ul style="list-style-type: none"> • Allotments • JBC • Land & Property for grounds maintenance 	Grounds Maintenance Supervisor	Items above this amount to be authorised by the Town Clerk. Higher expenditure reflects anticipated costs of equipment and materials.
	Less than £1,000 and within budget cost centre <ul style="list-style-type: none"> • Land & Property for buildings maintenance • Vehicle maintenance 	Grounds Maintenance Supervisor	Items above this amount to be authorised by the Town Clerk
	Less than £1,000 and within budget cost centres: <ul style="list-style-type: none"> • BWP • Pepperpot • WNC • Bandstand • Museum • Land & Property – Other (Public Toilets) • Public Realm • JBC 	Facilities Supervisor	Items above this amount to be authorised by the RFO
	Less than £1,000 and within budget cost centres: <ul style="list-style-type: none"> • Head Office Costs • Civic Expenses • Town Promotion 	Services Support Executive	Items above this amount to be authorised by the RFO
	Less than £500 and within budget cost centres: <ul style="list-style-type: none"> • Town Promotion • Staycation • Festivals & Markets 	Community Services & Communications Officer	Items above this amount to be authorised by the Town Clerk
2. Emergency Expenditure	Less than £4,500	Town Clerk	Report to next Council/Committee Meeting as appropriate
	Less than £2,000	Responsible Finance Officer	In the absence of the Town Clerk, or acting on behalf of the Town Clerk, the Responsible Finance Officer (RFO) is authorised to also action emergency measures when necessary after consultation detailed under paragraph 5 - Urgent Matters
3. Certification of Invoices	Invoices of £2,500 and above for all budget cost centres	Town Clerk	The RFO carries out an additional level of checks whilst inputting into the accounts system
	Invoices below £2,500 for budget cost centres delegated to the listed officers	Facilities Supervisor, Grounds Supervisor, Maintenance Supervisor, Support Services Executive, Community & Communications Officer	The RFO carries out an additional level of checks whilst inputting into the accounts system

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

GODALMING TOWN COUNCIL – SU0039

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was approved before Section 1.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

12/08/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Email

To:	finance@godalming-tc.gov.uk	Date:	16 August 2021
Organisation:	Godalming Town Council	Our ref:	SU0039
From:	sba@pkf-l.com	Your ref:	

Dear Ms Tong

Thank you for your email.

We can confirm that we raised the 'except for matter' on the basis of the information provided (see attached). The council stated that the Annual Governance Statement was approved on 23/4/2021, and that the date the Accounting Statements was approved was 22/04/2021.

We note from the Council Minutes you have provided that the date of approval for the Annual Governance Statement was incorrectly entered and should have been 22/04/2021, and therefore the AGAR was approved in accordance with the Accounts and Audit Regulations 2015.

Once we issue our opinion and certify closure we are unable to reissue our report, however this email may be placed alongside the External Auditor Report.

Kind Regards

SBA Team
PKF
sba@pkf-l.com

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PKF Littlejohn LLP • 15 Westferry Circus • Canary Wharf • London E14 4HD

If there are any problems receiving this message please telephone +44 (0)20 7516 2200

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PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

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.