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3 September 2021

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 9 SEPTEMBER 2021 at 6.30pm.

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

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

A G E N D A

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 1 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. **WORK PROGRAMME**

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

5. **STAFF ABSENCES & TOIL**

In accordance with Standing Order 146 a summary report of staff absences for April 2021 – August 2021 is attached for the information of Members

6. **YOUTH SERVICE OFFICER – JOB DESCRIPTION AND PERSONAL SPECIFICATION – ITEM FOR DECISION**

Recommendation: Members to resolve to approve the Job Description and Personal Specification for the position of Godalming Town Council's Youth Service Officer.

Members to consider the proposed job description and personal specification for the position of Godalming Town Council's Youth Service Officer (attached for the information of Members).

Members will wish to note that due to the specialist nature of the post, external support was sought from a Youth Work training provider to draft the proposed Job Description based on the aims and objectives set out by the Council for a universal, free to access, youth service for those of secondary school age (11-18 year old – 25 for those with an additional SEND).

7. **YOUTH SERVICE OFFICER – PARTICULARS OF EMPLOYMENT – ITEM FOR DECISION**

Recommendation: Members to resolve to approve the Particulars of Employment for the position of Godalming Town Council's Youth Service Officer.

Members to consider the proposed contract of employment and particulars of employment and salary scale for the position of Godalming Town Council's Youth Service Officer (attached for the information of Members).

Members will wish to note that Youth and Community Workers' terms and conditions of employment are based upon the Joint Negotiating Committees National Agreement Terms and Conditions (the Pink Book). However, with the main exception of annual leave entitlement, period of notice and limitations on the number and timings of youth work sessions, the main terms and conditions, including sickness pay, are in line with the Green Guide. Additionally, all employees including youth workers are required to observe the Town Council's policies and procedures.

8. **YOUTH SERVICE OFFICER – RECRUITMENT – ITEM FOR DECISION**

Recommendation:

A. Members to resolve to approve the recruitment process for the position of Godalming Town Council's Youth Service Officer.

B. Members to resolve to recommend to Policy & Management Committee the recruitment of the Youth Service Officer.

Members to consider the following attached documents:

- Youth Service Officer – Job Advert
- Youth Service Officer – Additional Information
- Youth Service Officer – Application Form
- Godalming Town Council Organisation Chart

If Members are minded to make a recommendation to P&M for the recruitment of a Youth Service Officer, it is suggested that the following recruitment process is followed.

- Placing of Advert 13 September in:
 - [Jobs Go Public](#)
 - [Indeed](#)
 - [CYP Now | CYP Now](#)
 - GTC Social Media
 - **UK Universities:** Contact Universities who deliver JNC Youth Work training courses to advertise the role to last year students.
- Shortlisting – 18/19 October – TC/RFO/Chair of Staffing + Advisory;
- Interviews – 29 October – Chair/Deputy Chair of Staffing, TC/RFO + Advisory.
- Start date – Mid Nov 2021 or as soon thereafter.

9. TERM TIME CONTRACTS – A GUIDE – ITEM FOR DECISION

Recommendation: Members to resolve to recommend that Full Council adopts the Godalming Town Council Guide to Term Time Contracts.

Members to consider the Godalming Town Council Guide to Term Time Contracts (attached for the information of Members) and, if agreed, Members to recommend that the document is adopted by the Full Council.

10. REVIEW OF POLICY DOCUMENTS – ITEM FOR DECISION

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

Appraisal Scheme

Members are requested to consider the amended Appraisal Scheme (attached for the information of Members).

Leave Policy

Members are requested to consider the amended Leave Policy (attached for the information of Members)

Lone Working Policy

Members are requested to consider the amended Lone Working Policy (attached for the information of Members)

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 Staffing Committee is scheduled to be held in The Pepperpot on Thursday, 11 November 2021 at 6.30 pm.

13. ANNOUNCEMENTS

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

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

14. STAFFING MATTERS

Members to receive an update on staff related matters.

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
Complete Staff Restructure Procedures	Staff consultation July- August 2021	9 September 2021	1
TC Six meeting	Chair of Staffing & Leader of Council to hold quarterly meeting with TC	Jan 22 & June 22	3
Staff Meeting	Chair of Staffing & Leader of the Council to attend staff meeting	09.45 21 Sept 2021	2
Report Staff Appraisals Undertaken	Chair of Staffing & P&M to conduct TC annual appraisal	15 Sept 2021	4

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
Appraisal Scheme	28 March 2019	September 2021
Absence & Sick Pay Policy and Procedure	4 July 2019	July 2021
Leave Policy	4 July 2019	September 2021
Dignity at Work Policy	19 December 2019	10 February 2022
Fire Safety Precautions and Emergency Procedures	15 November 2018	30 January 2020 Deferred until 9 Sept 21
First Aid Policy	15 November 2018	30 January 2020 Deferred until 9 Sept 21
Lone & Flexible Working Policy	15 November 2018	30 January 2020 Deferred until 9 Sept 21

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
Code of Conduct – IT Facilities	22 March 2018 Reviewed Feb 2020	February 2022
Social Media Policy	22 March 2018 Reviewed Feb 2020	February 2022
Employee Code of Conduct	13 September 2018 Reviewed Feb 2020	September 2022
DBS Data Handling Policy	15 November 2018 Reviewed Feb 2020	November 2022
Recruitment of Ex-Offenders Policy	15 November 2018 Reviewed Feb 2020	November 2022
Recruitment of Ex-Offenders Policy Statement	15 November 2018 Reviewed Feb 2020	November 2022

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2021 TO AUGUST 2021

	APRIL	MAY	JUNE	JULY	AUGUST	CUMULATIVE	2020/21	2019/20	2018/19
	Hours	Hours	Hours	Hours	Hours	Hours			
Available Working Hours	1,362.6	1,343.7	1,604.0	1,630.8	1,520.9	7,462.0	15,801.4	13,107.4	10,865.6
Annual Leave Taken	40.7	40.7	143.8	244.5	311.3	781.0	1,305.4	1,415.2	1,338.8
Sick Leave Taken	-	12.4	175.6	201.5	152.6	542.1	239.8	88.1	67.5
Other Authorised Absence	7.4	-	1.0	-	-	8.4	30.4	9.7	4.0
Net working hours	1,314.5	1,290.6	1,283.6	1,184.8	1,057.0	6,130.5	14,225.8	11,594.4	9,455.3
Net working hours as % of available hours	96%	96%	80%	73%	69%	82%	90%	88%	87%
Sick Leave as a % of Available Hours	0.0%	0.9%	10.9%	12.4%	10.0%	7.3%	1.5%	0.7%	0.6%
Annual Leave taken as a % of Total Annual Leave	2%	2%	7%	12%	16%	39%	84%	94%	93%
Notes:									
Annual Leave 2020/21 - Full Year						1758.55	1508	1444.2	1266.6
Annual Leave b/f from 2019/20						234.3	45.7	64.4	168.6
Total Annual Leave Available - Full Year						1992.9	1553.7	1508.6	1435.2

All figures are expressed in hours

GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2021 TO AUGUST 2021

	APRIL	MAY	JUNE	JULY	AUGUST	CUMULATIVE
	Hours	Hours	Hours	Hours	Hours	Hours
Opening TOIL Balance	64.3	68.5	56.5	17.2	15.5	
Accumulated	43.5	8.0	-	-	16.3	67.8
Taken	39.3	20.0	39.3	1.3	7.3	107.2
Closing TOIL Balance	68.5	56.5	17.2	15.5	24.5	
Festivals	-	-	-	-	-	-
Council Meetings	7.2	-	-	-	-	7.2
Parish Meetings	-	-	-	-	-	-
Other Evening Meetings	-	-	-	-	-	-
Civic Events	-	-	-	-	-	-
Other	36.3	8.0	-	-	16.3	60.6
	43.5	8.0	-	-	16.3	67.8



JOB DESCRIPTION

Job Title: Youth Service Officer

Location: Broadwater Park Community Centre, Broadwater Park, Summers Road, Godalming, GU7 4BH

Reports To: Finance & Corporate Services Officer

Responsible For: Youth Support Workers (L2 & L3)

Hours of Work: **37 hours per week**
(Flexibility in hours is required)

1. Context

Godalming Town Council's delivery of youth services is primarily focused upon a Universal, Free to Access, youth drop-in centre, at Broadwater Park, for young people of secondary school age to use after school. Working with the Council's Youth Service Management Group (YSMG), the role of the Youth Support Officer is to manage the youth team and create a non-judgemental, safe and caring environment for young people to engage with their peers, professional youth workers and other services to meet their social, emotional and informal educational needs.

The Youth Support officer will be expected to collaborate with local organisations to help identify and address social issues such as ASB, signpost and provide young people with the wraparound support they need to succeed.

Youth provision needs to be responsive, engaging and embedded into the wider community infrastructure ensuring long term positive outcomes for young people and the residents of Godalming.

2. Principal Responsibilities

- Establish an inclusive Youth Service that recognises and respects difference and encourages the active participation of young people aged 11-18 (up to 25 for those with an additional Special Educational and Disability Need (SEND)).
- Involve young people in decision-making processes, ensure they can shape and influence delivery, feel empowered to take on responsibilities and contribute to the community they live in.

- Recruit and management of youth support staff to ensure a consistent and safe Youth Service offer.
- Manage the Youth Service budget ensuring spend is recorded, monitored, and spent in agreement with the YSMG and Youth Service development plan.
- Produce regular reports for the YSMG to monitor progress, evidence good practice and capture Impact.
- Lead by example, embed best practice and create processes that inform and influence the planning, delivery, and life cycle of the projects.
- Create a diverse learning programme that enhances the knowledge, awareness, and personal development of young people.
- Establish working relationships with local organisations, including schools and other youth service providers to enhance Youth Service offer and expand programme of activities.
- Recognise and respond to internal or external harmful behaviours and or situations that cause concern through the design and delivery of initiative interventions that educate and safeguard young people.

3. Principal Accountabilities

- Act as professional advisor to the Council on matters relating to the operation of the Council's Youth Service and the Broadwater Park Facility.
- Lead day to day operations on behalf of the Council and in consultation with the YSMG, all operations to meet Council's standards.
- Prepare and implement a service development plan to inform and shape service delivery and positively impact the lives of young people in Godalming.
- Carry out administrative duties as may be necessary to ensure the effective operation of the Council's Youth Service.
- Attend Council meetings, YSMG and other relevant organisation meetings as may be necessary to ensure the effective operation of the Council's Youth Service and the development of its service and reputation.
- Identify partnership and funding opportunities linked to youth provisions core objectives, ensuring they do not detract from the projects core offer of being an Open Access Youth Provision.
- Advocate on behalf of the young people of Godalming, champion and celebrate their successes.

4. Supervision of Others

- Supervise the work of Youth Workers in keeping with the policies of the council and its standards.
- Conduct staff inductions, supervision meetings, and appraisals as well as identifying training and development needs.
- Hold team meetings for staff members; provide updates on behalf of the YSMG; encourage participation from staff members to be part of the design of sessions.

5. Other Responsibilities

- Liaise with the Facilities Supervisor and the Council's Buildings and Grounds Maintenance teams to ensure Broadwater Park is maintained in an acceptable condition and that all housekeeping and safety checks are undertaken.
- Complete and regularly update Risk Assessments for all activities held at the Broadwater Park Centre and offsite. Ensure youth workers are aware of their responsibilities in line with risk assessments and GTC Health and Safety Policy.
- Ensure practice remains safe, Youth Workers implement duty of care, any safeguarding concerns are handled sensitively and are in line with GTC Safeguarding Policies and Procedures.
- To undertake duties as could reasonably be expected by the Council.

6. Knowledge, Skills and Experience

- The post holder is required to update, and maintain the necessary professional knowledge and skills required to fulfil the role, including recognising own CPD requirements.
- To attend training courses, development sessions and conferences on the work and role of the Youth Service Officer as required by the GTC.
- To improve the life chances of young people by connecting learning and self-development opportunities to recognised accreditation qualifications.

7. Additional Information

- Work is largely self-generated, using own initiative or delegated by the YSMG.
- Post holder duties may include travel within the Town/Borough/County. Travel allowance will be paid in accordance with the HMRC approved rates.
- This role requires an Enhanced DBS clearance.
- This role is open to Youth Workers in their final year of study at university*

*Contract will be probationary based on graduation within 12 months of appointment. Appointee salary will be within the Professional Level 1 JNC grading structure, incrementing to Professional Level 2 on the awarding of qualification.

NB. This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes.

PERSON SPECIFICATION

Job Title: Youth Service Officer

Reporting to: Finance & Corporate Services Officer

Work Experience & Knowledge

Whether experience and knowledge is essential or desirable is indicated after each one.

Hold or working towards (final year) of a professional JNC recognised Youth Work Qualification validated by the National Youth Work Agency (Essential)

- Delivered and project managed open access youth provision (Essential)
- Line managed staff teams (Essential)
- Awareness of Health & Safety and Safeguarding legislation and its application in the workplace (Essential)
- Computer Literate in basic level Microsoft office including Excel, Word (Essential)
- Access to own car and holds a full clean driving licence (Desirable)
- Willing to work evenings and weekends if required and staff 2/3 sessions per week (Essential)

Skills and Abilities

Whether experience and knowledge is essential or desirable is indicated after each one.

Managing People

- Ability to relate to people at all levels (Essential)
- Ability to manage and deescalate conflict (Essential)

Communication

- Good communication skills (Essential)
- Ability to organise and present accurate information (Essential)

Organisation

- Ability to write reports and keep accurate records (Essential)

Personal Attributes

- Ability to work in partnership (Desirable)
- Ability to work within and lead a small team (Essential)
- Ability to take responsibility for own professional development (Desirable)
- Active with good levels of fitness (Desirable)
- Able to move equipment and handle 'loads' (Desirable)

Please state on the application form how you meet the criteria in the job specification and person specification.

CONTRACT OF EMPLOYMENT AND STATEMENT OF PARTICULARS OF EMPLOYMENT

NAME OF EMPLOYER:

Godalming Town Council
referred to as "The Council"

NAME OF EMPLOYEE:

DATE UPON WHICH PARTICULARS GIVEN:

DATE OF COMMENCEMENT OF THIS EMPLOYMENT

(Commencement of this contract)

**CONTINUOUS SERVICE DATE FOR STATUTORY
PURPOSES EXCLUDING REDUNDANCY PAY ENTITLEMENT:**

(i.e. previous continuous service with public authority, which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies and subject to confirmation where date is provided by the employee)

Your employment with the Council is governed by the terms and conditions contained in this agreement which is effective from the date of signature and which supersedes all other agreements whether in writing or otherwise.

This agreement incorporates the provisions contained in the letter dated [DD Month YYYY] from the Council offering you the role of Youth Service Officer.

The Council reserves the right (to be exercised reasonably) to amend the terms of this agreement.

1. DURATION OF EMPLOYMENT

Your employment under this contract will continue, subject to the remaining terms of this agreement, until terminated by either party giving the other the required notice in accordance with the provisions set out in this contract.

Your employment may also be terminated at any time without notice (or payment in lieu of notice) if you commit a serious breach of your obligations as an employee, or if you cease to be entitled to work in the United Kingdom.

2. JOB TITLE

You are employed in the service of this Council and your appointment is to the post of Youth Service Officer

3. DUTIES

Your duties will initially be as set out in the job description for the role. Any job description provided to you by the Council will not form part of your contract of employment unless specified otherwise.

The list of duties in the job description is not to be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may be required of you.

4. PLACE OF WORK

Your usual place of work will be: Broadwater Community Centre, Summers Road Godalming, Surrey, GU7 3BH.

During your employment with the Council you agree to travel on the Council's business (within the United Kingdom) as may be required for the proper performance of your duties under this contract.

5. PROBATIONARY PERIOD

The first 6 months of your employment will be a probationary period. During the probationary period, your performance and suitability for continued employment will be monitored. The Council may, at its discretion, extend the probationary period.

Or

The first 12 months of your employment will be a probationary period. During the probationary period, your performance and suitability for continued employment will be monitored, additionally during your probationary period you are required to complete your professional qualification and be awarded [name of award]. The Council may, at its discretion, extend the probationary period.

During your probationary period you may terminate your employment by giving one week's written notice. The Council may terminate your employment by giving you one week's written notice or payment in lieu of notice.

At the end of the probationary period you will be informed in writing if you have successfully completed your probationary period. Once the probationary period is successfully completed, you will be confirmed in your appointment.

6. PAY

Your salary grade is based on JNC SCP17 within scale range 17 – 20 plus London Fringe Allowance. Your salary will be paid in 12 equal payments.

Or

Your salary, for a period of up to 12 months whilst completing your final year of a Professional Youth Work Qualification shall be JNC SCP 15, rising to JNC SCP 17 within scale range 17-20 upon award of the qualification.

This is an inclusive rate of pay recognising the fact that some hours may be worked at unsocial hours.

Your salary will be reviewed by the Council annually in April each year in line with the Joint Negotiating Committee Agreement for Youth and Community Workers. The Council is under no obligation to award an increase following a salary review. There will be no review of your salary after notice has been given by either party to terminate employment.

You are paid monthly on the twenty-fifth day of each month directly into your bank or building society. Each instalment will include payment for the calendar month in which payment is made.

The Council reserves the right to change the date on which you are paid subject to giving you at least one month's notice.

Should it be necessary to calculate a day's pay, your current full time equivalent annual salary will be divided by 260

7. DEDUCTION OF WAGES

For the purposes of the Employment Rights Act 1996, you authorise the Council to deduct from your salary any sums due to the Council including, without limitation, any over payment of salary; any advances or loans made to you by the Council; a day's or part day's pay for each day or part day of unauthorised absence. "Unauthorised absence" is failing to turn up for work at the appropriate time unless absence is due to; genuine sickness and this has been notified to the Council in accordance with this contract; leave for which prior permission has been granted; genuine reasons outside the employee's control which are acceptable to the Council. In the event of such sums being due to the Council on the termination of your employment, and if your final salary payment is insufficient to allow for the whole of any such deduction, you will be required to repay the outstanding amount due to the Council within one month of the date of the termination of your employment.

8. TERMS AND CONDITIONS OF EMPLOYMENT

Your terms and conditions of employment, **except where specifically modified in this contract**, are as set out in the Joint Negotiating Committee Agreement for Youth and Community Workers (the Pink Book), a copy of which is available at the Town Council Offices.

9. HOURS OF WORK

Your average annual hours will be 37 hours per week as agreed with your line manager, which are to include attendance at early evening and evening youth club sessions or other evening meetings as required.

You are required to work such additional hours as necessary for the proper performance of your duties.

Additional hours, in excess of your contractual hours will be recompensed in accordance with the JNC national agreement in relation to overtime pay, subject to being pre-authorised by the Town Clerk. The Council's Time Off in Lieu Policy is non-contractual and may, at the absolute discretion of the Employer, be withdrawn or amended at any time.

No more than 48 hours a week can be worked without specific authority from the Town Clerk or a current form signed by the employee effectively opting out of the working hours provisions of the Working Time Regulations.

10. DECLARATION OF OTHER EMPLOYMENT

You should not undertake other employment without the Council's written consent, such other employment must not conflict with your employment with the Council, including in relation to your availability for contracted hours. Depending on your total working hours, you may be asked to 'opt-out' of the Working Time Regulations (1998).

Consent for other employment will not be unreasonably withheld.

11. CONTINUOUS AND PREVIOUS SERVICE

Your period of continuous service for statutory rights dates from the above continuous service date.

If you have previous continuous service with an organisation covered by the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 this will be included in calculating your entitlement to:

- A redundancy payment
- Sickness allowance
- Annual leave
- Notice period

12. SICKNESS ABSENCE AND SICK PAY POLICY & PROCEDURE

A copy of the Council's Sickness Absence & Sick Pay Policy and Procedure is contained in the Staff Handbook, is available on the Council's website and is also available from the Town Clerk. This policy and procedure is non-contractual.

If you are absent from work due to sickness or injury, and you have complied with the Council's Sickness Absence and Sick Pay Policy and Procedure, the Council will pay you any Statutory Sick Pay (SSP) provided you are eligible and Occupational Sick Pay as per the following table. Occupational Sick Pay is inclusive of SSP and payable in accordance with the Council's Sickness Absence and Sick Pay Policy and Procedure.

SSP and occupational sick pay are subject to the usual deduction for PAYE, National Insurance, pension contributions etc.

<u>Continuous Service</u>	<u>Full Pay</u>	<u>Half Pay</u>
Less than 4 Months	1 Month	SSP
During 1 st Year (after 4 months)	1 Month	2 Months
During 2 nd Year	2 Months	2 Months
During 3 rd Year	4 Months	4 Months
During 4 th and 5 th Years	5 Months	5 Months
After 5 years' service	6 Months	6 Months

13. ANNUAL LEAVE ENTITLEMENT

Your annual leave entitlement is 30 days per annum.

The leave year is from the 1 April to 31 March each year and leave accrues on a daily basis.

Leave is to be taken in accordance with the Council's leave policy.

A maximum of 3 days may, in exceptional circumstances, be carried forward from one year to the next with prior written permission from your Line Manager.

You will be required to use your annual leave entitlement for the Council's closedown period between Christmas and New Year. You will be advised of the precise details on an annual basis.

During your first year and last year of service you will be entitled to annual leave proportionate to the number of completed days of service.

14. NOTICE AND OBLIGATIONS ON TERMINATION

The minimum periods of notice you are entitled to **receive from** the Council are:

Less than nine years' continuous service	Not less than two months
Nine years or more, but less than 12 years' continuous service	1 Week for each year of continuous employment
12 years or more continuous service	Not less than 12 weeks' notice

In this clause, continuous service refers to service from your continuous service date for statutory purposes.

The minimum period of notice you are required to **give to** the Council to end your employment is two months.

A failure to give the required written notice will entitle the Council to withhold payments of amounts due under your contract, but not paid. Any monies owing to the Council will be deducted from your final salary.

During the period of notice, the Council may require that you shall not work nor enter Council's premises but hold yourself available to do so.

The Council reserves the right to pay you in lieu of notice where this is deemed appropriate by the Council. Otherwise the employee has no right to receive a payment in lieu of notice.

The payment in lieu will be equal to the basic salary at the time of termination less tax and NI contributions. The payment in lieu shall not include any of the following that might otherwise been due for the period in which the payment in lieu is made: any bonus or commission; any payment in respect of benefits; and any payment in respect of holiday entitlement that would have accrued. The Council may make a payment in lieu of salary in equal monthly instalments until the date on which the notice period would have expired if notice had been given.

The Council may terminate your contract without notice or payment in lieu of notice in cases of:

- i. gross misconduct;
- ii. committing a serious or repeated breach of this agreement;
- iii. not following reasonable and lawful instructions;
- iv. being grossly incompetent or negligent;
- v. ceasing to hold a professional qualification required by your position;
- vi. ceasing to be eligible to work in the UK;
- vii. being guilty of fraud or dishonesty which brings or is likely to bring you or the Council into disrepute or affects the interests of the Council materially in an adverse manner;
- viii. being in breach of the Council's Code of Conduct; and
- ix. by mutual agreement.

The above list is not exhaustive.

The ending of your employment will not affect any rights the Council has against you arising from any breach of this agreement which occurred before or after the employment ended.

On termination of your contract with the Council, you will:

- i. immediately return all property and information belonging to the Council in your possession or under your control to the Council, including but not limited to login details and passwords for internal databases and IT systems or externally held software, apps, databases, websites etc.;
- ii. irretrievably delete any information relating to the Council which is in your control outside the Council's premises; and
- iii. if requested, provide a signed statement that you have fully complied with your obligations under this clause together with such reasonable evidence of compliance that the Council may request.

15. PENSION

You are entitled to become a "pensionable employee" by joining the Local Government Pension Scheme and will automatically be admitted to the scheme unless you opt out in writing. This scheme is a contracted-out scheme under the Social Security Pensions Act 1975 and is operated for this Authority by Surrey County Council.

16. INSURANCE

Personal Accident and Assault

As a responsible employer the Council is required to manage the risk to its employees of personal accident or assault whilst performing their duties. The Council will therefore insure you against death or permanent disablement arising from and in the course of your duties.

17. CODE OF CONDUCT AND OTHER COUNCIL POLICIES AND PROCEDURES

You agree to comply with Godalming Town Council's Policies and Procedures including the Employee Code of Conduct (copies contained within the Staff Handbook, on the Council's website or from the Town Clerk). Any breach of the Council's Policies and Procedures including the Code of Conduct will be dealt with in accordance with the Godalming Town Council Disciplinary Procedure, (copy contained within the Staff Handbook, on the Council's website or from the Town Clerk).

As an employee of Godalming Town Council, you will be expected to administer and comply with all lawful policies and procedures of the Council.

18. GRIEVANCE PROCEDURE

If you have a grievance relating to your employment, you should raise this with your line manager in the first instance (or their manager where the grievance relates to your supervisor). The full Godalming Town Council Grievance Procedure is contained within the Staff Handbook, is published on the Council's website and is also available from the Town Clerk or Support Services Officer. The procedure is for guidance only and does not form part of the contract of employment and may be amended from time to time.

19. DISCIPLINARY PROCEDURES

You are subject to the Council's disciplinary procedure and rules which are contained within the Staff Handbook, are published on the Council's website and are also available from the Town Clerk. If you wish to appeal against a disciplinary decision you should do so in accordance with the disciplinary procedure. The procedure is for guidance only and does not form part of the contract of employment and may be amended from time to time.

The list of rules is not to be regarded as exclusive or exhaustive. The Council has the right at its discretion to add to, amend or delete disciplinary rules. Any breach of disciplinary rules will render you liable to disciplinary action.

20. EQUAL OPPORTUNITY STATEMENT

Godalming Town Council recognises that everyone is different. The Council welcomes this diversity and wants to help every individual meet their full potential. The Council aims to treat the people it serves or employs fairly, consistently and with respect; it also expects its councillors, employees, contractors and service users to treat each other in the same way.

The Council will ensure that no-one who is entitled to a service from the Council receives less favourable treatment on grounds of any irrelevant consideration, actual or perceived, including but not limited to: age; disability; gender identity; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation. The same applies to Council employees and job applicants.

The Council will resist and challenge discrimination by anyone and will take appropriate action if it occurs. All complaints about discrimination will be taken seriously, and complainants will not be victimised. It is expected that complaints will emerge through the complaints' procedure or the grievance procedure but all complaints about discrimination will be recognised however they arise.

21. HEALTH AND SAFETY

You are expected to familiarise yourself with Godalming Town Council's Health & Safety Policy (copy contained within the Staff Handbook, on the Council's website or from the Town Clerk) and to ensure that you comply with the provisions of that policy as required and to attend Health and Safety training which will be provided.

In summary, the policy states that it is the intention of the Council to seek to provide safe and healthy working conditions for all staff, but each individual employee has a responsibility for achieving these conditions. Health and Safety at Work legislation places certain duties on all employees, these include the following:

- i. employees must be conscious of the health and safety implications of their actions and/or omissions and take reasonable care for the health and safety of themselves and others;
- ii. employees must ensure that health and safety equipment is not interfered with, and that any damage is immediately reported;
- iii. employees must co-operate with the Council to enable a duty or requirement imposed under health and safety legislation to be performed or complied with; and
- iv. employees must use all equipment in accordance with their training and operating instructions and must inform their line manager if they become aware of any danger or shortcoming in protection arrangements for health and safety.

The Council operates a no smoking policy within all premises and anywhere in our workplace. This includes e-cigarettes and pipes.

Further information about your Health and Safety responsibilities can be obtained from the Staff Handbook. It is important that you familiarise yourself with your responsibilities.

Breach of these requirements may result in disciplinary action being taken against you in accordance with the disciplinary procedure, which may result in your dismissal.

22. CONFIDENTIALITY

You acknowledge that in the course of your employment you will have access to confidential information, and you agree to accept the restrictions in this contract relating to confidential information.

You shall not use or disclose (and shall use your best endeavours to prevent the disclosure) to any third party either during or at any time after the period of your employment with the

Council any documents, confidential facts or information relating to the business or affairs of the Council which come to your knowledge during such period, nor shall you make or keep any copies of documents or extracts therefrom. The following shall not apply: any use or disclosure authorised by the Council or required by law; any information which is already in, or comes into, the public domain other than through the Council's unauthorised disclosure; or any protected disclosure.

You will not upon termination of your employment take with you or retain any records of any kind pertaining to the Council, its stakeholders, or members of the public, or any other information or any papers, charts, bulletins, reports, drawings, blueprints, or models of any kind or any copies or extracts therefrom. Any and all such items shall be deemed at all times to belong to the Council and shall be surrendered to the Council on demand. The Council shall be entitled to withhold any salary or other sum due to you until such time as any such demand is met to its satisfaction.

Confidential information refers to information (whether or not recorded in documentary form, or stored on any magnetic or optical disk or memory device) relating to the Council, services, affairs and finances of the Council, and intellectual property including, without limitation, technical data and know-how relating to the business of the Council or Associated Council or any of their business contacts.

This obligation will continue after the termination of your contract unless and until any such information enters the public domain other than through any breach of this provision by you. If you are in any doubt as to whether any information is confidential or not, you should first seek clarification.

Where you are informed that particular confidential information as defined above may not be disclosed to anyone within the Council other than certain other named employees, you shall ensure that you abide by such a requirement. In particular, you shall take all security precautions required by the Council or any third party that has contracted with the Council and may have imposed contractual restrictions on the Council and the employees within the Council to whom the information may be disclosed. You should not make assumptions about sharing of confidential information with other employees. If in doubt, you should consult your Manager.

23. DATA PROTECTION

You are required at all times during your employment with the Council to comply with the provisions of Data Protection legislation in force at the time.

24. MONITORING THE USE OF ELECTRONIC COMMUNICATIONS

The Council exercises the right to intercept emails and internet access under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 for the following reasons:

- i. to investigate or detect the unauthorised use of the systems, e.g. that this policy is being observed, that no discriminatory or offensive content appears in emails, etc.;
- ii. to maintain an adequate level of security for our computer systems;
- iii. to detect any computer viruses; and
- iv. to check mailboxes of absent employees.

To exercise our right under the Regulations, the Council must have made all reasonable efforts to inform every person who may use the system that interception may take place. We believe that the communication of this policy to all employees meets this requirement.

25. CHANGE TO TERMS AND CONDITIONS OF EMPLOYMENT

This contract and any other contractual document referred to in it constitutes the entire agreement between you and the Council and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

This contract may be altered by the Council in writing at any time subsequent to the date of signing and after consultation with you.

Where changes to the terms set out in this statement occur by agreement (negotiation) with you, you will be informed of these by means of a written statement of change which you will be issued within one month of the change.

Changes to non-contractual Council's policies, rules and procedures as set out in the Staff Handbook and on its website and referred to above will be notified to staff in writing with one month's notice.

I have read and understood the above clauses and accept the offer of employment on these terms.

Signed on behalf of the Council

Town Clerk

Date

Signed by the Employee

Date

JOINT NEGOTIATING COMMITTEE AGREEMENT FOR YOUTH AND COMMUNITY WORKERS' SALARY SCALES 2020/21

Job Role	Scale Point	Salary
Youth Support Worker in Training SCP 5	5	£19,308
Youth Support Worker SCP 6-8	6	£19,631
	7	£19,922
	8	£20,589
Senior Support Youth Worker in Training SCP 8-10	9	£21,439
	10	£22,104
	11	£23,178
Youth Worker in Training SCP 11-14	12	£24,228
	13	£25,313
	14	£26,437
Youth Work Coordinator in Training SCP 15-18	15	£27,202
	16	£28,001
	17	£28,787
Youth Work Coordinator SCP 17-20	18	£29,579
	19	£30,364
	20	£31,152
Community Youth Worker in Training SCP 20-23	21	£32,036
	22	£33,039
	23	£34,015
Community Youth Worker SCP 22-25	24	£34,997
	25	£35,985
	26	£36,973
Principal Youth Worker in Training SCP 25-28	27	£37,961
	28	£38,961
	29	£39,953
Principal Youth Worker SCP 27-30	30	£40,947

Role	JNC Grade
Youth Support Worker in Training	5
Youth Support Worker	6-8
Senior Support Youth Worker in Training	8-10
Senior Support Youth Worker	10-12
Youth Worker in Training	11-14
Youth Worker	13-16
Youth Work Coordinator in Training	15-18
Youth Work Coordinator	17-20
Community Youth Worker Training	20-23
Community Youth Worker	22-25



Short Advert:

Youth Service Officer

Permanent - Full Time

Godalming Area

Starting Salary £28,035–£29,620pa including London Fringe rising to £31,985.

Godalming Town Council is a forward-looking council wishing to attract the right person to establish an inclusive youth service focused upon a universal, free to access, youth drop-in centre, for young people of secondary school age to use after school. The role of the Youth Service Officer is to manage the youth team and create a non-judgemental, safe and caring environment for young people to engage with their peers, youth workers and other services to meet their social, emotional and informal educational needs.

If you are a JNC professionally-qualified youth worker or in your final year of qualifying this could be the job for you.

The post-holder will work in Godalming. Hours are 37 per week which will include some evening work. We seek the best talent from the widest pool of people and welcome applicants from across our community, Job Share applicants are welcome.

For more details and an application pack contact, Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk Alternatively, download the details from the Town Council's website at www.godalming-tc.gov.uk/job-vacancies

Closing date: Friday, 15 October 2021 at midday.

Interviews for this post will take place on Friday 29 October 2021



Long Advert:

Youth Service Officer

Permanent - Full Time

Godalming Area

Starting Salary £28,035–£29,620pa including London Fringe rising to £31,985.

Start Something New and Support Our Young People to Flourish

At Godalming Town Council, we are focussed on investing in the young people who will be such an important part in our future. The way in which we support them now, will ultimately impact on the adults that they grow up to be – which is where you come in.

The Town Council' Youth Service Officer will be a JNC professionally-qualified Youth Worker, or someone in their final year of qualifying, who has the skill, determination and vision to create a new, universal, free to access, youth drop-in centre.

The Youth Service Officer, will not only establish and lead a team of Youth Support Workers, but will create a non-judgemental, safe and caring environment for young people to engage with their peers, youth workers and other services to meet their social, emotional and informal educational needs.

The post-holder will take ownership and accountability as the Town Council's youth work advisor and will involve young people in decision-making processes that help create an inclusive Youth Centre that recognises and respects difference and encourages the active participation of young people aged 11-18 (up to 25 for those with an additional Special Educational and Disability Need (SEND)).

The post-holder will develop the youth drop-in centre based on sound evidence and creative thinking; they will be both proactive and responsive, combining energy and enthusiasm with the tenacity and drive to see things through.

Knowledge, skills and experience

- Qualified at degree level in a JNC recognised Professional Youth Work Qualification or in the Final Year of a JNC recognised Professional Youth Work Qualification.
- Ability to work in partnership and to influence partners across a range of sectors to support the identification of desired outcomes for young people.
- Ability to develop work with young people and local communities to achieve planned outcomes.
- Experience of managing resources.
- Experience of working with young people, partners and community groups.
- Ability to build relationships and relate well to young people, partners, and volunteers.
- Ability to motivate young people and communities.
- Commitment to challenging prejudice and ignorance.
- Ability to work as part of a team.

The post-holder will work in Godalming. Hours are 37 per week which will include some evening work. We seek the best talent from the widest pool of people and welcome applicants from across our community, Job Share applicants are welcome.

To apply please click here www.godalming-tc.gov.uk/job-vacancies

Closing date: 15th October 2021.

As part of employment with Godalming Town Council you will be required to register with the DBS update service. The DBS update service ensures all registered DBS certificates are kept up to date and allows authorised parties to view the status of your certificate. This is an annual subscription, you will be responsible for ensuring this is maintained, although you may claim the registration cost for doing so. For further information on the DBS update service please visit: <https://www.gov.uk/dbs-update-service>

For more details and an application pack contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk Alternatively, download the details from the Town Council's website at www.godalming-tc.gov.uk/job-vacancies



ADDITIONAL INFORMATION

Youth Service Officer

THE POST

Godalming Town Council's delivery of youth services is primarily focused upon a universal, free to access, youth drop-in centre, at Broadwater Park Community Centre, for young people of secondary school age to use after school. Working with the Council's Youth Service Management Group (YSMG), the role of the Youth Service Officer is to manage the youth team and create a non-judgemental, safe and caring environment for young people to engage with their peers.

The successful candidate will be in post as soon as possible to start leading the Council in the delivery of its new service.

As a new service the post holder will be able to influence from the outset how the Council can achieve its aims and objectives of supporting the young citizens of the town.

TERMS AND CONDITIONS

Terms and conditions of employment are as set out in the Joint Negotiating Committee (JNC) Agreement for Youth & Community Workers (the Pink Book, a copy of which is available to be read at the Town Council offices).

For a successful applicant who already holding an appropriate JNC recognised qualification this appointment will be subject to satisfactory completion of a six-month probationary period.

For a successful candidate who is in the final year of study for an appropriate JNC recognised qualification, this appointment will be subject to a 12-month probationary period during which the candidate will not only demonstrate satisfactory performance, but must also successfully complete the course of study and be awarded the qualification.

SAFEGUARDING

This role will require the successful applicant to undergo an enhanced DBS check.

PLACE OF WORK

The Youth Service Officer will primarily be based at the Broadwater Park Community Centre, but may also be required to work at other Town Council facilities within Godalming and Farncombe.

SALARY & HOURS OF WORK

The salary grade for this post is based on JNC pay scales and is calculated on a standard working week for local government staff, which is currently 37 hours. Additional hours worked as attendance at evening meetings or at weekend events will be recompensed by time off in lieu to be taken as soon as reasonably practicable after the event.

For a successful applicant who holds an appropriate JNC recognised professional qualification the starting salary grade is based on JNC SCP 17 (£29,620 incl London Fringe) within scale range 17-20 plus London Fringe Allowance. The salary will be paid in 12 equal payments.

For a successful candidate who is in the final year of study for an appropriate JNC recognised qualification, the starting salary grade is based JNC SCP 15 (£28,035 incl London Fringe), rising to JNC SCP 17 within scale range 17-20 upon award of the qualification.

This is an inclusive rate of pay recognising the fact that some hours may be worked at unsocial hours.

All Godalming Town Council staff are paid monthly by BACS payment on the twenty-fifth day of each month.

LEAVE

The full-time equivalent annual leave entitlement for this post is 30 days per annum plus general and public holidays.

PENSION

The post holder will be entitled to become a "pensionable employee" by joining the Local Government Pension Scheme. This scheme is a contracted out scheme under the Social Security Pensions Act 1975, and is operated for this authority by Surrey County Council. Employee's contribution rates are currently 6.5% of salary.

CAR ALLOWANCES

If the use of a pool motor vehicle is not available and travel by car is required for the performance of the post holder's duties then reimbursement for the use of the post holder's private vehicle will be made for all business mileage in accordance with the National Joint Council for Local Government Services' Scheme and the dispensation agreement with HM Revenues & Customs. Use of the post holder private vehicle will required them to have business use car insurance.

INSURANCE

a) Personal Accident and Assault

As a responsible employer the Council is anxious to minimise the risk to its employees of personal accident or assault whilst performing their duties. The Council will therefore insure the post holder against death or permanent disablement arising from and in the course of your duties.

b) Fidelity Guarantee

For the purposes of securing the Council against the loss of money or other property under the control or in accordance with the requirements of legislation for the time being in force the Council will maintain adequate insurance to cover any such losses.

CODE OF CONDUCT

The post holder will be expected to comply with the Godalming Town Council's Officer Code of Conduct. Any breach of this Code of Conduct will be dealt with in accordance with the Godalming Town Council Disciplinary Procedure (copies of the Code of Conduct, the Disciplinary Procedure and the Grievance Procedure are on our website and hard copies are available on request).

All employees of Godalming Town Council are expected to administer and comply with all lawful policies of the Council. Should an employee wish to raise a grievance with the Town Council as the employer then the Godalming Town Council Grievance Procedure must be followed.

APPRAISAL

All employees of Godalming Town Council receive an annual Appraisal/Development Review. Should there be any concern about staff performance, other than matters of a disciplinary nature, the Council undertakes to work with its Officers to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

TRAINING AND DEVELOPMENT

Godalming Town Council considers it essential that the officers and employees of the Council maintain up-to-date knowledge of their function and duties. To this end the Council expects and supports necessary training and development agreed through the appraisal process and will meet all course and examination expenses and any travel and subsistence costs incurred on the scale set down. In addition, reasonable agreed time in paid working hours will be given for course attendance and other study.

HEALTH & SAFETY

All employees of Godalming Town Council are expected to familiarise themselves with Godalming Town Council's Health & Safety Policy (copy on website or hard copy available on request) and to comply with the provisions of that policy as required and to attend Health & Safety training which will be provided.

CONFIDENTIAL

Application for the post of Youth Service Officer

1. PERSONAL DETAILS

Surname _____ First Names _____

Home Address _____

Telephone No. (Home) _____ (Work) _____

Do you require a work permit to work in the UK? YES/NO

Do you consider that you have a disability as defined
under the Disability Discrimination Act? YES/NO

2. EDUCATION

Date From	Date To	Name & Type of School, College or University	Standard reached or Examinations passed with full details and dates

3. EMPLOYMENT RECORD

Date From	Date To	Employer's Name & Address	Positions Held & Duties

4. STATEMENT OF APPLICATION

Please tell us why you think you are suitable for this job referring to your relevant skills and experience including where appropriate your interests outside of work (*continue on a separate sheet if necessary*):

5. REFEREES

Names and address of two referees (please indicate whether we can approach these referees immediately):

(a)	(b)
-----	-----

6. CRIMINAL CONVICTIONS

Have you any unspent criminal convictions as defined by the Rehabilitation of Offenders Act 1974?

YES/NO

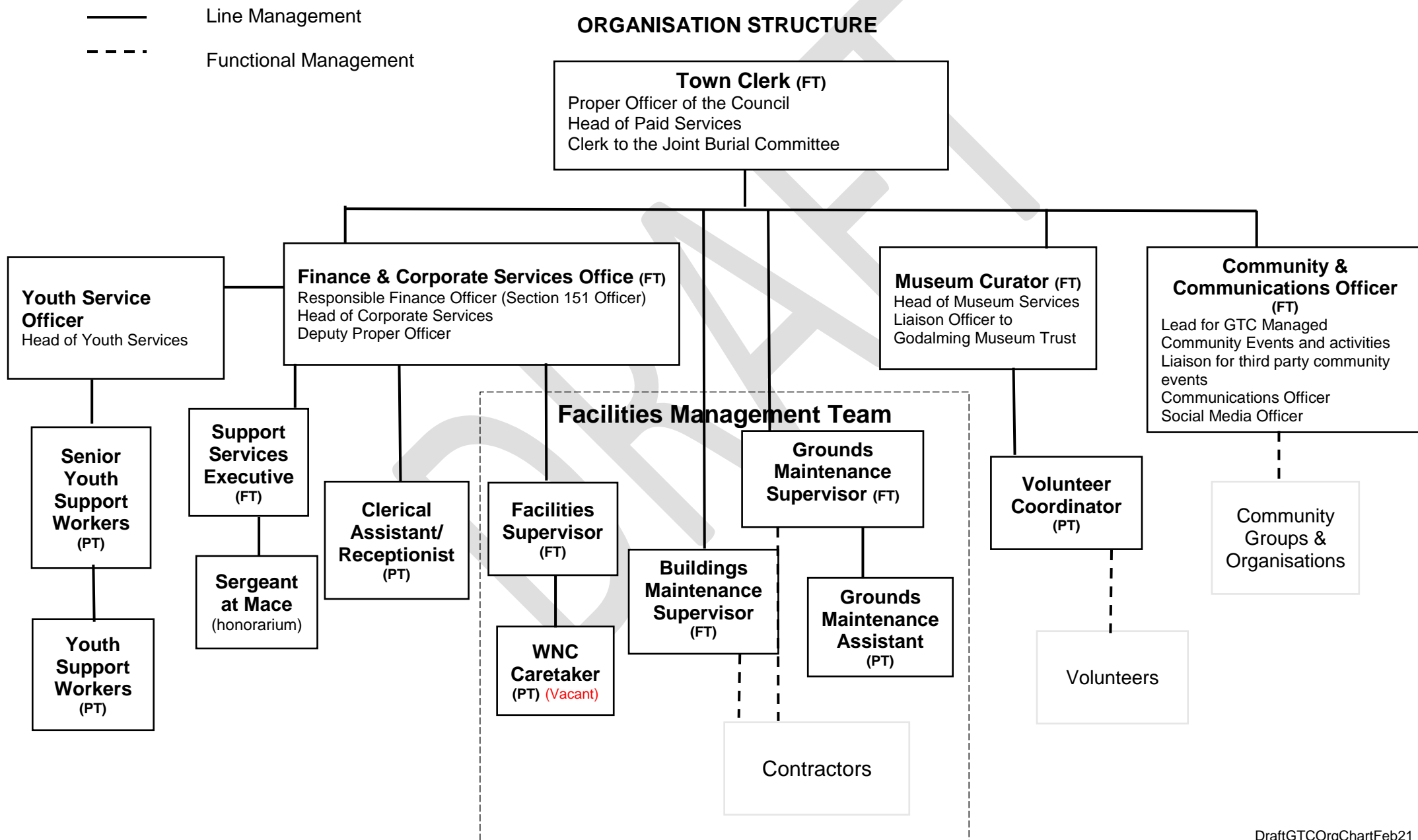
If YES, you will be required to provide further details in the event of your being successful at interview.

I certify that to the best of my knowledge I am not related to any member or senior officer of the Council, and acknowledge that any canvassing, direct or indirect, will disqualify my application. (such relationships will not automatically exclude an applicant, who will be required to include a covering letter declaring the relationship)

Signed _____ Date _____

Completed application forms should be e-mailed to office@godalming-tc.gov.uk or sent to the Town Clerk, Godalming Town Council, 107-109 High Street, Godalming Surrey GU7 1AQ by **Friday, 15 October 2021 at midday.**

ORGANISATION STRUCTURE



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.

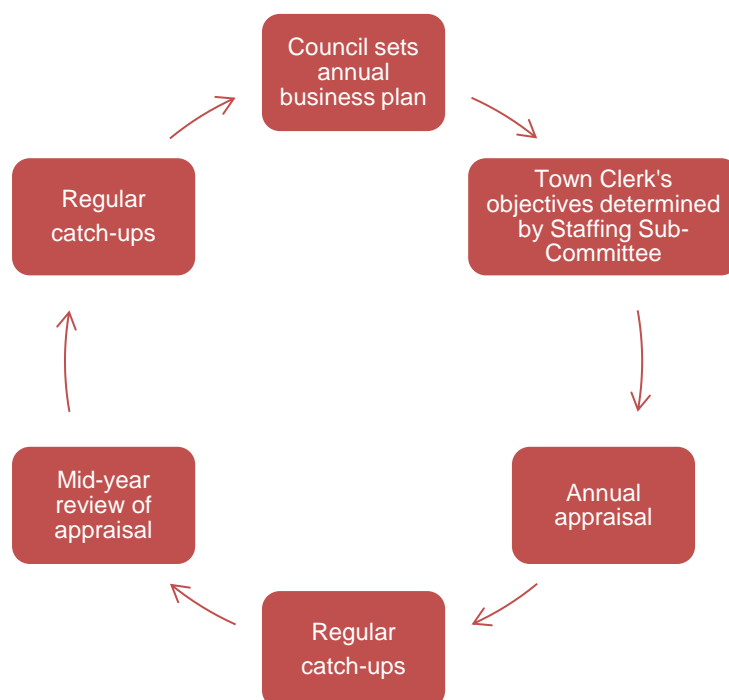
The Staffing Committee will appoint a small Appraisal Panel (2 or 3) from within its number to appraise the Town Clerk.

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

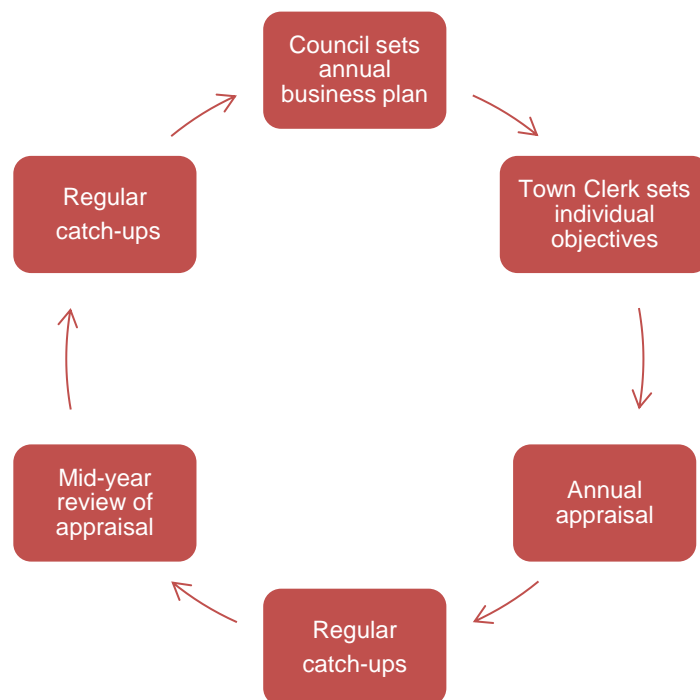
APPRAISALS AND PERFORMANCE MANAGEMENT

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. ~~PATERNITY MATERNITY~~ PATERNTY SUPPORT LEAVE:

Up to two weeks paid leave (to be take 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.

17. 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>

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 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 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, MATERNITY SUPPORT 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.

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.