

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON 9 SEPTEMBER 2021**

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

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

231. MINUTES

The Minutes of the Meeting held 1 July 2021 were signed by the Chair as a correct record.

232. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

233. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

234. WORK PROGRAMME

Members considered the Committee's work programme and noted the progress within.

No new items were added to the work programme. The amended work programme is attached to the record minutes.

235. STAFF ABSENCES & TOIL

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

236. YOUTH SERVICE OFFICER – JOB DESCRIPTION AND PERSONAL SPECIFICATION

Members resolved to approve the Job Description and Personal Specification as amended for the position of Godalming Town Council's Youth Service Officer.

237. YOUTH SERVICE OFFICER – PARTICULARS OF EMPLOYMENT

Members considered the proposed contract of employment and particulars of employment and salary scale for the position of Godalming Town Council's Youth Service Officer.

Members noted 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.

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

238. YOUTH SERVICE OFFICER – RECRUITMENT

Members considered the following documents:

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

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

Members resolved to approve the recruitment process for the position of Godalming Town Council's Youth Service Officer, as set out below.

- Placing of Advert – 13 September
- 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.

239. TERM TIME CONTRACTS

Members resolved to recommend that Full Council adopts the Godalming Town Council Guide to Term Time Contracts.

240. REVIEW OF POLICY DOCUMENTS

Members considered the following documents as amended and resolved to recommend amendments to Full Council.

- Appraisal Scheme
- Leave Policy
- Lone Working Policy

241. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified the matters, discussed at the meeting, that are to be publicised, as follows:

- Recruitment advertisements

242. 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.

243. ANNOUNCEMENTS

There were no announcements.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT

THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 14 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

244. STAFFING MATTERS

Members received an update on staff related matters.

In accordance with Standing Order 101, Members approved the funding of additional Museum staffing support, up to £3,000, from Professional Fees.