

Tel: 01483 523575
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

5 November 2021

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in The Pepperpot, High Street, Godalming on THURSDAY, 11 NOVEMBER 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 9 September 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 to 31 October 2021 is attached for the information of Members

6. **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.

Disciplinary Procedure

Members are requested to consider the Council's published [Disciplinary Procedure](#)

With the exception of the changes indicated below, no further amendments are suggested by Officers.

First two paragraphs be deleted and replaced with:

'This policy is based on The ACAS statutory Code of Practice on discipline and grievance procedures - ACAS Code of Practice 1 published 11 March 2015 <https://www.acas.org.uk/codes-of-practice> '

Grievance Procedure

Members are requested to consider the Council's published [Grievance Procedure](#).

With the exception of the changes indicated below, no further amendments are suggested by Officers.

The following statement to be removed:

'This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>). It also takes account of the ACAS guide on discipline and grievances at work. (<http://www.acas.org.uk/media/pdf/b/l/Discipline-and-grievances-Acas-guide.pdf>).'

To be replaced with:

'This policy is based on The ACAS statutory Code of Practice on discipline and grievance procedures - ACAS Code of Practice 1 published 11 March 2015 <https://www.acas.org.uk/codes-of-practice> '

At the last section 'Data Protection' The hyperlink 'data protection policy' to be removed, however, the wording is to remain.

Training Statement of Intent

Members are requested to consider the amended Training Statement of Intent (attached for the information of Members).

7. YOUTH SERVICE OFFICER – ITEM TO NOTE

Members to note that following the culmination of the recruiting process, an offer of employment has been made. The offer is subject to satisfactory references and DBS check which have been sought; the proposed commencement date being 4 January 2022.

8. MUSEUM SERVICE – ITEM FOR DECISION

Members to consider a report regarding staffing options for the Museum Service (attached for the information of Members).

9. COMMUNICATIONS ARISING FROM THIS MEETING

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

10. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on Thursday, 10 February 2022 at 6.30 pm.

11. 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 12 (BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS)

12. STAFFING MATTERS – ITEM TO NOTE

Members to receive updates on staffing matters.

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
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	21 Sept 2021	2
Report Staff Appraisals Undertaken	Chair of Staffing & P&M to conduct TC annual appraisal	15 Sept 2021	1

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
Disciplinary Procedure	26 September 2019	11 November 2021
Grievance Policy	26 September 2019	11 November 2021
Training Statement of Intent	19 July 2018	11 November 2021
Dignity at Work Policy	19 December 2019	10 February 2022
Fire Safety Precautions and Emergency Procedures	15 November 2018	February 2022
First Aid Policy	15 November 2018	February 2022
Code of Conduct – IT Facilities	22 March 2018 Reviewed Feb 2020	February 2022
Social Media Policy	22 March 2018 Reviewed Feb 2020	February 2022

POLICY REVIEWS	DATE ADOPTED	REVIEW DATE
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
Absence & Sick Pay Policy and Procedure	4 July 2019 Reviewed Jul 2021	July 2023
Appraisal Scheme	28 March 2019 Reviewed Sep 2021	September 2023
Leave Policy	4 July 2019 Reviewed Sep 2021	September 2023
Lone & Flexible Working Policy	15 November 2018 Reviewed Sep 2021	September 2023

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

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	CUMULATIVE	2020/21	2019/20	2018/19
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
Available Working Hours	1,362.6	1,343.7	1,604.0	1,630.8	1,520.9	1,624.8	1,556.5	10,643.3	15,801.4	13,107.4	10,865.6
Annual Leave Taken	40.7	40.7	143.8	244.5	311.3	150.3	106.8	1,038.1	1,305.4	1,415.2	1,338.8
Sick Leave Taken	-	12.4	175.6	201.5	152.6	263.1	230.7	1,035.9	239.8	88.1	67.5
Other Authorised Absence	7.4	-	1.0	-	-	-	1.0	9.4	30.4	9.7	4.0
Net working hours	1,314.5	1,290.6	1,283.6	1,184.8	1,057.0	1,211.4	1,218.0	8,559.9	14,225.8	11,594.4	9,455.3
Net working hours as % of available hours	96%	96%	80%	73%	69%	75%	78%	80%	90%	88%	87%
Sick Leave as a % of Available Hours	0.0%	0.9%	10.9%	12.4%	10.0%	16.2%	14.8%	9.7%	1.5%	0.7%	0.6%
Annual Leave taken as a % of Total Annual Leave	2%	2%	7%	12%	16%	8%	5%	52%	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 OCTOBER 2021

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	CUMULATIVE
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Opening TOIL Balance	64.3	68.5	56.5	17.2	15.5	29.5	41.0	
Accumulated	43.5	8.0	-	-	26.3	33.5	2.0	113.2
Taken	39.3	20.0	39.3	1.3	12.3	22.3	20.0	154.5
Closing TOIL Balance	68.5	56.5	17.2	15.5	29.5	41.0	23.0	
Festivals	-	-	-	-	-	-	-	-
Council Meetings	7.2	-	-	-	-	7.0	2.0	16.2
Parish Meetings	-	-	-	-	-	-	-	-
Other Evening Meetings	-	-	-	-	-	-	-	-
Civic Events	-	-	-	-	-	-	-	-
Other	36.3	8.0	-	-	26.3	26.5	-	97.1
	43.5	8.0	-	-	26.3	33.5	2.0	113.2

GODALMING TOWN COUNCIL – TRAINING – STATEMENT OF INTENT

1. COMMITMENT TO , TRAINING	Godalming Town Council is committed to reaching and maintaining the standards expected from staff and Members through identifying appropriate training needs and providing sufficient resources for its provision.
2. TRAINING NEEDS	<p>The Town Council acknowledges that it is equally important to train both its Members and staff in order to adequately carry out its service provision in an efficient and professional manner. Training will primarily focus on specific topics and areas of work pertinent to local government and may also encompass other relevant training that will enhance the professional skills of staff, benefit Members and thereby improve service delivery.</p> <p>Training may include:</p> <ul style="list-style-type: none"> ➤ Formal training courses ➤ Briefings and seminars ➤ Conferences such as SSALC, Surrey Association of Local Councils, NALC regional and national
3. IDENTIFYING TRAINING NEEDS	<p>The training needs of staff will be identified mainly through the annual appraisal system. However, should there be a need for staff training due to the introduction of new equipment or the need for specialist knowledge then appropriate training will be provided.</p> <p>All new Councillors will be expected to undergo induction training to include training on the Code of Conduct.</p> <p>A new Chairman will be encouraged to undergo appropriate training. in Chairmanship</p> <p>The Town Clerk will inform Members will be informed of the availability of appropriate training/briefing sessions. Changes in legislation may also give rise to the need for appropriate training. Members will be asked annually to identify their own specific training needs.</p> <p>It is noted that some Members will have undertaken relevant training elsewhere and this will be taken into account.</p>
4. RESOURCING TRAINING	Training will be resourced by making the funds available in the budget to ensure that staff and Members are suitably qualified to carry out their functions and duties. Funds will be made available for appropriate technical and other information, as required. The Training budget will be assessed as part of the annual budget setting process.
5. MEASURING THE IMPACT OF TRAINED STAFF AND MEMBERS	<p>The impact of training will be measured through the council's service delivery. Well trained staff and Members will see the benefits through its successes such as:</p> <ul style="list-style-type: none"> ➤ Well chaired council meetings ➤ Professional and pertinent observations ➤ Well written policies and reports ➤ Well managed projects ➤ Well managed finances ➤ Well informed staff and Members ➤ The professional conduct of staff and Members ➤ The maintenance of the General Power of Competence

8. OPTIONS FOR THE FUTURE STAFFING ARRANGEMENTS FOR GODALMING MUSEUM

- a) The permanent staffing establishment for Godalming Museum currently stands at 1 x FT 37 hours per week (Curator) and 1 x PT 18 hours per week (Volunteer co-ordinator). This provides for 55 hours of paid staff time per week.
- b) The normal opening pattern of the Museum is 10am-4pm Tuesday-Saturday, however, additional staff time is required outside of the public opening times to open up and secure the museum and conduct required safety checks etc.; as such staff time is usually between 9am-5pm.
- c) The staffing structure of the Museum, relies on the goodwill of volunteers to staff the front desk and, when available, manage the coffee shop. However, irrespective of the goodwill and dedication of volunteers, for the majority of occasions the Museum also requires the presence, within the building, of a paid member of staff. This has become especially apparent as the availability of volunteers has reduced.
- d) For many years the Museum has been reliant upon the dedication and willingness of staff to provide cover. Allowing for opening and closing the Museum, a minimum staff presence is required for 40 hours per week. Current staffing allows for 55 paid hours per week.
- e) Looked at across the year, available staff time (less annual leave) is 2,515 hours. However, whilst in simple terms there is sufficient cover, allowance needs to be made for the difference between FT and PT employees. This means that for 5 weeks of the year, either the Museum should reduce its opening times to reflect the availability of the PT position, or the PT employee covers an additional 19 hours per week.
- f) The PT position only has partial cover, which in theory allows for the Museum to open for 18 hours per week during the absence of the FT worker. To enable the Museum to maintain its opening hours during the absence of the FT worker, the agreement of the PT to increase both their hours and number of days per week they will work is required. Whilst the Museum has been fortunate that this arrangement has worked in the past, the last 6 months or so has highlighted the vulnerability of a reliance on a single PT worker to maintain the service in the absence of the FT employee.
- g) In a 'normal' situation where the FT worker is taking annual leave, the additional cover provided by the PT worker equates to approx 5.2 working weeks at the PT worker's normal hours. When this is added to the PT worker's annual leave this means that the PT worker would be absent for just over 10 weeks, or 20% of the year. This inevitably creates inefficiencies and adds stress and undermines the wellbeing of the individuals, both the FT and PT worker, who during the absence of the other, is covering additional duties. In a situation where one or the other is absent for a prolonged period, such as sick leave for example, then the challenges become more acute.
- h) In looking at the risk to the service delivery during not only the planned, but also the unplanned absence of the FT employee, there seems to be two options to mitigate against such risk.
- i) The first option would be to increase the singleton PT position to a FT position. However, the risk in this option is associated with the absence of the other FT employee, which could result in the same situation we have recently faced where during the period when the 'at work' staff member has taken annual leave, the Museum has had to shut for the duration of that leave due to the absence of any cover.

- j) The other option would be to look towards gaining a second PT position and creating two roles each providing 20 hours per week. This option would provide a higher degree of flexibility and would enable the FT curator to concentrate to a greater degree on the curation of the Museum as opposed to the day-to-day operation. Additionally, during the planned leave of the FT employee, the Museum would be able to function to its normal hours without a reliance upon the ability of a PT worker to provide, what is in effect, the equivalent of a FT role.
- k) Members of the Staffing Committee are asked to consider the benefits or otherwise of future staffing options. It is for the Policy & Management Committee to determine the affordability of any options that may be taken forward. However, if the Staffing Committee considers that any such option should be explored, further detail, such as salary scale, recruitment process etc. will need to be considered by this Committee. At this stage, the RFO is seeking an indication as to whether the Staffing Committee is likely to endorse an option of increasing the availability of paid staff for the Museum. If the Staffing Committee indicates it is something they feel should be explored further, the RFO will indicate the likely cost during the initial budget preparation for others to determine on a future timescale for taking any option forward.

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.