

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 11 NOVEMBER 2021**

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

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

342. MINUTES

The Minutes of the Meeting held on 9 September 2021 were signed by the Chair as a correct record.

343. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

344. 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.

345. WORK PROGRAMME

Members considered the Committee's work programme and agreed.....

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

346. STAFF ABSENCES & TOIL

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

347. REVIEW OF POLICY DOCUMENTS

Members considered the adopted documents detailed below and resolve to approve amendments to Full Council.

Disciplinary Procedure

Members resolved to agree the following amendments to the Council's published Disciplinary Procedure

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 resolved to agree the following amendments to the Council's published Grievance Procedure.

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 resolved to approve the amended Training Statement of Intent.

348. YOUTH SERVICE OFFICER

Members noted that following the culmination of the recruiting process, an offer of employment had been made. Members further noted that subject to satisfactory references and DBS check, which have been sought, the commencement of employment date is the 4 January 2022.

349. MUSEUM SERVICE

Members considered a report regarding staffing options for the Museum Service. In considering the report Members requested that this item be deferred to enable Officers to gather further information with regards to the operational pattern of the Museum, visitor numbers and comparators with other museums of a similar nature.

350. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters, discussed at the meeting, that required additional publication.

351. 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 7pm.

352. 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) 12 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

353. STAFFING MATTERS

Members received updates on staffing matters.