

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 10 FEBRUARY 2022**

- * Councillor Ashworth
- * 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

459. MINUTES

The Minutes of the Meeting held on 11 November 2021 were signed by the Chair as a correct record.

460. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

461. 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.

462. WORK PROGRAMME

Members considered the Committee's work programme and agreed that in respect of dates for committee chair and staff meetings these should be established at the beginning of each civic year and added to the schedule of meetings.

463. STAFF ABSENCES & TOIL

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted no cause for concern. In considering the reports Members discussed the presentation of data and it was agreed the RFO, who compiles the data, would amend the presentation of data as requested by Members.

464. REVIEW OF POLICY DOCUMENTS

Recommendation – Members to consider the adopted documents detailed below and if appropriate resolve to approve amended documents for adoption by Full Council.

Members considered the adopted documents detailed below and resolved to those documents remaining extant.

Dignity at Work Policy
Code of Conduct - IT
Social Media Policy

Additionally, Members considered the revised First Aid Policy document and resolved to recommend its adoption to Full Council.

In considering the proposed Fire Safety & Emergency Procedure Policy, Members requested it be checked against the WBC Emergency Response Policy and be brought back to Committee for further consideration.

465. STAFF PAY RISE

Members noted the unsatisfactory position regarding the delay in announcing the 2021 NJC and JNC pay award for Local Council and Youth Work Employees.

Members noted that any award is unlikely to be announced before the end of the current financial year. Whilst the level of any pay settlement for 2021 is as yet unknown, the Staffing Committee wished to expedite the implementation of any award once announced. However, the Committee recognised that whilst the Council had made a provision for an award of up to 2%, an award above that amount would require the Council to determine how any additional sum above that amount would be funded. As such whilst agreeing that no pay award should be made prior to the announcement of the nationally agreed settlement, Members resolved the following:

- A. To recommend to the Policy & Management Committee of 10 March 2022 that if the final agreed settlement is at 2% or below, the Town Clerk may authorise its payment (including any backdated agreement) without further recourse to committee.**
- B. If the final agreed settlement is over 2% the Town Clerk is to seek authorisation for payment at the next available Policy & Management Committee after the award notification.**

466. MUSEUM RECRUITMENT

Members noted the imminent retirement of the Museum's Volunteers' Co-ordinator and wished to record their thanks to her for the many years of service to Godalming Museum and to wish her a well-earned retirement.

Additionally, Members noted that the recruitment process based on the existing FTE is ongoing and that interviews will be managed by the Museum Curator supported by either the Town Clerk or RFO.

467. YOUTH SERVICES OFFICER UPDATE AND SUPPORT WORKER RECRUITMENT

Members welcomed the addition of the Youth Services Officer (YSO) to the Council's staff and noted that he is currently working with the RFO in establishing staffing requirements for delivering youth work at Broadwater Park within the approved youth service budget.

In considering the staffing requirements Members noted that the nature of youth support work is such that many work in other roles with young people which lend themselves to part time youth support roles. However, there is a recruitment and training cost associated with each role and whilst it might be possible to recruit for fewer hours, the YSO and RFO have established 6.5 hours per week as the minimum requirement for recruitment either as a Youth Support Worker in Charge or Youth Support Worker. Ideally these positions will be supplemented by youth support volunteers.

Members approved the job descriptions and personal specifications for each of the paid roles, which have been reviewed by the Council's HR consultants and resolved to approve that the YSO supported by his Line Manager may undertake recruitment for youth support workers, within the agreed youth service budget, start dates to be no earlier than the beginning of the 2022/23 financial year.

468. COMMUNICATIONS ARISING FROM THIS MEETING

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

469. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 26 May 2022 at 8.10pm, or at the conclusion of the preceding Policy & Management Committee meeting, whichever is later.

470. 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) 13 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E. STAFFING MATTERS.

471. STAFFING MATTERS

Members receive updates on staffing matters from the Town Clerk and RFO.