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9 September 2022

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in The Pepperpot, High Street, Godalming on THURSDAY, 15 SEPTEMBER 2022 at 7.00pm.

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 – Chair
Councillor Hullah – Vice Chair
Councillor Williams
Chair of Policy & Management (*ex officio*)

AGENDA

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 7 July 2022, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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 the period April to August 2022 is attached for the information of Members

6. **GROUNDS MAINTENANCE SUPERVISOR – ITEM FOR NOTE**

Members will be aware of the resignation, for personal reasons, of the Grounds Maintenance Supervisor. The Town Clerk has thanked him for his dedication and hard work in managing the transition from outsources to insourced grounds maintenance of both GTC and GJBC

grounds. The biodiversity of the Godalming Cemeteries was vastly improved from 2019, culminating in recognition by the South & Southeast In Bloom Gold awards for Eashing & Nightingale Cemeteries and Nightingale Cemetery being named best small cemetery within the region.

Following the resignation, in consultation with the Chair of the Staffing Committee the recruitment process for a replacement Grounds Maintenance Supervisor on the existing terms and conditions was undertaken. The selection process was conducted by the Town Clerk and the Chair of the Staffing Committee with an offer of employment being made, subject to satisfactory references. It is hoped the successful candidate will start on 24 October.

7. GROUND MAINTENANCE ASSISTANT – ADDITIONAL HOURS – ITEM TO NOTE

The Grounds Maintenance Assistant is currently on a 30 hour per week contract. However, the actual hours worked per week are determined by the seasons, with 37 hours per week worked between 1 April and 30 September and 23 hours per week between 1 October and 31 March. Whilst this arrangement is satisfactory for employer and employee during 37 hours per week period it is less so during the 23 hour per week period.

In consultation with the Chair of Staffing committee and the Chair of Policy & Management committee, additional hours have been offered to bring the hours worked between October and March up to 37 per week. Currently the additional hours are time limited until 31 March 2023 and are funded from the salary savings made between August and October created by the resignation of the Grounds Maintenance Supervisor.

As well as managing the grounds maintenance until the Grounds Supervisor is in post, the additional hours will support additional grounds work and provide assistance to the Building's Maintenance Supervisor for the maintenance of the public realm over the Autumn and winter periods.

8. POLICY DOCUMENT REVIEW – ITEM FOR DECISION

Recommendation – Members to consider the adopted Employee Code of Conduct detailed below and if appropriate resolve to approve amendments for adoption by Full Council.

(Members to note that if no amendments are recommended the existing document remains extant).

Employee Code of Conduct

Members are requested to consider the Council's published <https://godalming-tc.gov.uk/wp-content/uploads/2020/08/Code-of-Conduct-Employee-30-April-2020.pdf> and if appropriate recommend amendments.

Officers make no recommendations for amendment.

9. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on Thursday, 17 November 2022 at 7.00pm.

10. 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 11 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

11. **STAFFING MATTERS – ITEM FOR DECISION**

Members to receive a confidential report from the Town Clerk relating to staffing matters are requested to consider the recommendations contained within the report.

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 meetings with TC	Jun 22 & Jan 23	1
Staff Meeting	Chair of Staffing & Leader of the Council to attend staff meeting	Oct 2022	3
Report Staff Appraisals Undertaken	Chair of Staffing & P&M to conduct TC annual appraisal	Sep 2022	2

POLICY REVIEWS	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Fire Safety Precautions & Emergency Procedures	15 November 2018	July 2022
Employee Code of Conduct	13 September 2018 Reviewed Feb 2020	September 2022 Item on this agenda
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

POLICY REVIEWS	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Lone & Flexible Working Policy	15 November 2018 Reviewed Sep 2021	September 2023
Disciplinary Procedure	26 September 2019/ 11 November 2021	November 2023
Grievance Policy	26 September 2019/ 11 November 2021	November 2023
Code of Conduct – IT Facilities	22 March 2018 February 2022	February 2024
Social Media Policy	22 March 2018 Reviewed Feb 2022	February 2024
Training Statement of Intent	19 July 2018 11 November 2021	November 2024
Dignity at Work Policy	19 December 2019 10 February 2022	February 2025
First Aid Policy	28 April 2022	April 2026

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2022 TO AUGUST 2022

	APRIL	MAY	JUNE	JULY	AUGUST	CUMULATIVE	2021/22	2020/21	2019/20
	Hours	Hours	Hours	Hours	Hours	Hours			
Available Working Hours	1,515.1	1,671.7	1,776.2	1,723.9	1,502.4	8,189.3	18,947.2	15,801.4	13,107.4
Annual Leave Taken	40.7	132.5	274.2	278.2	239.0	964.6	1,753.9	1,305.4	1,415.2
Sick Leave Taken	277.6	158.5	139.5	137.7	140.6	853.9	1,625.7	239.8	88.1
Other Authorised Absence	1.0	14.8	14.8	-	-	30.6	61.2	30.4	9.7
Net working hours	1,195.8	1,365.9	1,347.7	1,308.0	1,122.8	6,340.2	15,506.4	14,225.8	11,594.4
Net working hours as % of available hours	79%	82%	76%	76%	75%	77%	82%	90%	88%
Sick Leave as a % of Available Hours	18.3%	9.5%	7.9%	8.0%	9.4%	10.4%	8.6%	1.5%	0.7%
Annual Leave taken as a % of Total Annual Leave	2%	6%	13%	13%	11%	44%	86%	84%	94%
Notes:									
Annual Leave 2022/23 - Full Year						1973.4	1810.35	1508	1444.2
Annual Leave b/f from 2021/22						198.8	234.3	45.7	64.4
Total Annual Leave Available - Full Year						2172.2	2044.7	1553.7	1508.6

All figures are expressed in hours

GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2022 TO AUGUST 2022

	APRIL Hours	MAY Hours	JUNE Hours	JULY Hours	AUGUST Hours	CUMULATIVE Hours
Opening TOIL Balance	20.5	25.2	47.2	87.5	80.5	
Accumulated	12.0	30.3	43.0	23.2	9.5	117.9
Taken	7.3	8.3	2.3	30.2	32.3	80.4
Closing TOIL Balance	<u>25.2</u>	<u>47.2</u>	<u>87.5</u>	<u>80.5</u>	<u>58.0</u>	
Festivals	3.0	-	30.3	-	7.3	40.6
Council Meetings	-	-	4.0	-	-	4.0
Parish Meetings	-	-	-	-	-	-
Other Evening Meetings	-	-	-	-	-	-
Civic Events	-	-	8.3	-	-	8.3
Other	9.0	30.3	-	23.2	2.2	64.6
	<u>12.0</u>	<u>30.3</u>	<u>42.6</u>	<u>23.2</u>	<u>9.5</u>	117.5

SC 15.09.2022
Agenda Item 5