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107-109 High Street
Godalming
Surrey
GU7 1AQ

14 October 2022

I HEREBY SUMMON YOU to attend the EXTRAORDINARY **STAFFING COMMITTEE** Meeting to be held in The Pepperpot, High Street, Godalming on THURSDAY, 20 OCTOBER 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 15 September 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. **MUSEUM CURATOR AND MUSEUM VOLUNTEERS' MANAGER & ADMINISTRATION ASSISTANT TO THE CURATOR**

Recommendation: Members of the Staffing Committee resolve to approve:

- a. **the Job Description and Person Specification for the position of Museum Curator;**
- b. **the revised Job Description and Person Specification and for the position of Museum Curator;**
- c. **that the Town Clerk in consultation with the Chair of Staffing and the Chair of the Godalming Museum Trust undertake the recruitment process for the position of Museum Curator.**

Members to review the attached Job Description and Person Specification for the position of Museum Curator.

Members to approve a 6-week advertisement of the position followed by shortlisting and interview to be managed by the Town Clerk in consultation with the Chair of Staffing and the Chair of the Godalming Museum Trust.

Members to review the attached revised Job Description and Person Specification for the position of Volunteers' Manager & Administrative Assistant to Curator.

Although not an objective of the recruitment and support structure for Godalming Museum, the changes do result in an overall saving on the salary budget of £3,400.

5. GROUNDS ASSISTANT – ADDITIONAL PERMANENT HOURS

Recommendation: Members of the Staffing Committee resolve to recommend to Policy & Management Committee that the contracted hours of the Grounds Assistant be increased to 37 hours from 1 April 2023.

Members to consider a report (attached for the information of Members) regarding increasing the working hours of the Grounds Assistant position.

6. COMMUNICATIONS ARISING FROM THIS MEETING

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

7. 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.

8. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.



JOB DESCRIPTION

Job Title:	Curator, Godalming Museum
Location:	Godalming Museum, 109a High Street, Godalming, Surrey, GU7 1AQ
Reports To:	Town Clerk
Responsible For:	Volunteer's Manager & Administration Assistant
Hours of Work:	37 hours per week (flexibility in hours is required)

1. Principal Responsibilities

To manage the operation of the Godalming Museum in accordance with the policies and practices of Godalming Town Council (The Council). To advise the Godalming Museum Trust (The Trust) and seek to ensure an effective working relationship between the Trust and the Council. To ensure the effective care and development of the Museum and its Collections. To promote the value of local history through educational programmes and educational outreach

Full responsibility for professional matters relating to the care, conservation and utilisation of the collection, services to the public. 'Public face' of the Museum.

2. Principal Accountabilities

2.1 Godalming Museum Management

- Ensure as far as reasonably practicable, the health, safety and well-being of staff and others who may be affected by The Council's/ The Trust's activities as they relate to Godalming Museum;
- Act as professional advisor to The Trust on matters relating to the operation of the museum;
- Attend such meetings of The Trust as may be necessary to ensure effective communication and implementation of agreed policy;
- Report to Town Clerk on matters affecting the operation of the Museum;

- Prepare and implement a development plan for the museum which shall be agreed between The Council and The Trust;
- Management of volunteers, contractors, students and freelance workers;
- Work closely with the Volunteer's Manager & Administration Assistant to plan and supervise volunteer work programmes and to develop the customer offer at the museum;
- Attend such meetings of The Council, The Trust and other organisations as may be necessary to ensure the effective operation of the Museum and the development of its services and reputation.

2.2 Godalming Museum Collections

- Act as professional advisor to The Trust on matters relating to the care and development of the collection;
- Prepare and implement a development plan for the museum, which shall be agreed between The Council and The Trust;
- Ensure that the Museum maintains and implements policies on the acquisition, disposal and care of items within the collection in accordance with accepted good practice and suitable to maintain registration of the Museum;
- Conduct research to enhance knowledge of the Collections;
- Manage and respond to enquiries relating to the Collections;
- Assist researchers to make use of the resources of the Museum for the purposes of research and study, and to increase the reputation of the Museum as a resource in those areas.

2.3 Godalming Museum Education and Outreach

- Devise and develop a high-quality programme of activities and resources designed to engage audiences with the Collections;
- Increase accessibility and relevance of the Museum to the community;
- Support the museum's social media and web presence and drive visitor engagement, whether in person or online.

Godalming Museum Exhibitions & Displays

- Manage programme budgets and financial administration
- Develop exhibition ideas drawing on the Collections, local history and relevant themes;
- Plan the annual programme of exhibitions and displays at the Museum;
- Marketing, promotion, and PR associated with the exhibition programme.

2.2 Supervision of Others

- Supervising the work of other employees as their line manager in keeping with the policies of the council;

2.3 Other Responsibilities

- Instruct contractors to undertake agreed activities on behalf of the Council/Trust and to monitor their performance to ensure they are achieving the desired result;
- Carry out administrative tasks as may be necessary to ensure the effective operation of the Museum;
- Any other such duties as could reasonably be expected as directed by the Council.

3. General Health & Safety

While at work, all staff are required to: -

- Take care of their own health and safety and that of others who may be affected by their acts and omissions; and
- To be familiar with and comply with The Council's policies and procedures for health and safety;

4. Knowledge, Skills and Experience

- The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient management of the museum;
- To attend training courses, development sessions and conferences as required by the role.

5. Additional Information

- Work is largely self-generated, using own initiative or delegated by the Town Clerk;
- Post holder duties may include travel within the Town/Borough/County. Travel allowance will be paid in accordance with the HMRC approved rates;
- Some evening and weekend working will be required to attend meetings, civic events and activities.

NB. This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes.

PERSON SPECIFICATION

Job Title: Museum Curator

Reporting to: Town Clerk

Work Experience & Knowledge

Whether experience and knowledge is essential or desirable is indicated after each one.

- You will be experienced with museum documentation, environmental control and loans procedures. (essential)
- You have experience of leadership in the museums, arts or heritage sectors, including a thorough knowledge of all aspects of curatorial practice, collections care and development. (essential)
- You will be strategic but also have hands-on experience of developing displays, managing projects, overseeing budgets and building relationships with external stakeholders. (essential)
- You are interested in inspiring audiences with stories related to the objects in our collection. (essential)
- You will be open to the idea of working in partnership with audiences and community groups, perhaps through consultation or co-curation. (essential)
- You have experience of collections development and acquisitions, working closely with potential donors. (essential)
- You will be a strong communicator, able to share the stories that our collection holds with our audiences. (essential)
- You will have the ability to confidently share and present complex ideas which advocate and promote creative learning practice for families and early years. (essential)
- You will have excellent organisational skills including demonstrable ability to plan and deliver multiple projects simultaneously to time, to budget and to a high standard. (essential)
- You will understand safeguarding procedures when working with children and vulnerable groups. (desirable)
- You will have excellent interpersonal skills with the ability to communicate and present effectively and confidently at all levels, internally across departments and with external contacts (essential)
- Awareness of Health & Safety legislation and its application in the workplace (desirable)
- Functioning skills in English and maths (essential)

Skills and Abilities

Whether experience and knowledge is essential or desirable is indicated after each one.

Managing People

- Ability to relate to people (essential)
- Able to identify customers' needs quickly and deal effectively with enquiries (essential)
- Tact, diplomacy, confidentiality and sensitivity (essential)

- Ability to minimise conflict (essential)
- Experience of working with volunteers (desirable)

Communication

- Good oral communication skills, an ability to speak with confidence and accuracy. (essential)
- Good written communication skills, (essential)
- Good telephone manner (essential)

Organisation

- Ability to complete given tasks within allocated time (essential)
- Good organisational skills – able to prioritise workload (essential)

Personal Attributes

- Punctual and reliable (essential)
- Ability to work within a small team (essential)
- Be able to follow straightforward oral and written instructions (essential)
- Ability to take responsibility for own work (essential)

Other than the named contact, do not contact the Godalming Town Council staff regarding this role or this may result in your application not being considered.

Please state on the application form how you meet the criteria in the job specification and person specification.

ADDITIONAL INFORMATION

The Post

The post is a singleton post, supported by a part-time Volunteer's Manager & Administration Assistant.

The Godalming Museum is a small, friendly local history museum which is operated in partnership between The Godalming Museum Trust and Godalming Town Council. The Council provide the paid members of staff, administrative support for paid staff and the maintenance and care of the fabric of the Museum building. The Godalming Museum Trust are responsible for the care and development of the Collections.

About the Employer - Godalming Town Council

The Museum's paid staff are employed by Godalming Town Council. This post will be part of a close-knit team based at the Godalming Museum located at 109a High Street, adjacent to Godalming Town Council's offices.

Terms and Conditions

Terms and conditions of employment are as set out in the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services, a copy of which is available to be read at the Town Council offices.

Place of Work

The postholder will be based at 109a High Street, Godalming, GU7 1AQ, which is well served by public transport. Private parking facilities are not provided with this position.

Salary & Hours of Work

The starting salary grade for this post is NJC pay scale 24, currently £29,174 (2022 pay award pending) withing the LC2 scale range (24-28 - £29,174 – £32,798) for 37 hours per week worked between Monday to Saturday, with core hours being Monday to Friday 9.00am to 5pm. Some flexibility is required within the working hours as the postholder must be able to work on Saturdays when required to cover leave and absence, attend occasional early evening meetings, and support occasional 7.30pm late evening opening.

Godalming Town Council staff are paid monthly by BACS payment on the twenty-fifth day of each month.

Benefits

The postholder will be eligible for paid leave including public holidays, Local Government sickness benefit entitlement and enrolment into the Local Government Pension Scheme.



JOB DESCRIPTION

Job Title: Volunteers' Manager and Administrative Assistant to Curator

Location: Godalming Museum, 109a High Street, Godalming, Surrey, GU7 1AQ

Reports To: Museum Curator

Hours of Work: **17.5 Hours per week rostered between 9.30am and 5pm Wednesday to Saturday, some flexibility required.**

1. Principal Responsibilities

To recruit, train and manage the volunteer workforce at Godalming Museum, so as to contribute to consistently high-quality visitor services.
To provide administrative support to the curator.

2. Principal Accountabilities

2.1 Recruit Volunteers

- Recruit new volunteers as positions fall vacant; and
- make initial contact, interview, and follow up references for potential new volunteers.

2.2 Training

Organise introductory and ongoing training for all volunteers:

- induct new volunteers to the Museum; and
- maintain an appropriate level of volunteer knowledge.

2.3 Administration

- Organise the Front of House rota;
- maintain the Volunteers' Procedure Guide;
- ensure volunteers have appropriate PPE and other equipment required to carry out their tasks; and
- staff Front of House, if required (occasionally).
- Provide administrative support to the museum curator.

2.4 Supporting Volunteers

Support volunteers and team building:

- ensure volunteers feel valued by the organisation; and
- arrange occasional social events for the volunteers, e.g. coffee mornings and visits.

2.5 Communications

Promote effective communications:

- keep the front desk volunteers aware of planned events/visits etc.;
- produce information bulletins to keep volunteers informed of the Museum's activities; and
- consult volunteers, seeking their views and provide feedback.

2.6 Supervision of Others

- In keeping with the policies of the Council, supervising volunteers to ensure the safe operation of the Godalming Museum; and
- support volunteers to ensure they are achieving the desired result.

2.7 Other Responsibilities

- Review and update the Volunteers' Procedure Guide.
- Attend Management Committee Meetings as appropriate.
- Work with other staff members and volunteers to produce risk assessments.
- Support the Curator in their duties for Museum operations.
- Act as one of a team of keyholders, sharing responsibility for the opening and closing of the Museum.
- Co-ordinator the management of the Museum shop to maximise retail income.
- Any other such duties as could reasonably be expected as directed by the Line Manager.

3. General Health & Safety

While at work, all staff are required to:

- Take care of their own health and safety and that of others who may be affected by their acts and omissions; and
- observe the Council's policies and procedures for health and safety.

4. Knowledge, Skills and Experience

The postholder will be:

- required to actively seek to acquire, update and maintain the necessary knowledge and skills required for the efficient management of the volunteers;
- able to deal with a range of people face to face, over the telephone and via email; and
- able to speak with confidence and accuracy.

NB. This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes.

PERSON SPECIFICATION

Job Title: Volunteers' Manager and Administrative Assistant to the Curator

Reporting to: Museum Curator

Work Experience & Knowledge

Whether experience and knowledge is essential or desirable is indicated after each one.

- Awareness of Health & Safety legislation and its application in the workplace (desirable)
- Experience of carrying out basic office administrative tasks (essential)
- Able to use word processing and email essential, (essential)
- Familiarity with Word, Excel and Outlook (essential)
- Functioning skills in English and maths (essential)

Skills and Abilities

Whether experience and knowledge is essential or desirable is indicated after each one.

Managing People

- Ability to relate to people (essential)
- Able to identify customers' needs quickly and deal effectively with enquiries (essential)
- Tact, diplomacy, confidentiality and sensitivity (essential)
- Ability to minimise conflict (essential)
- Experience of working with volunteers (desirable)

Communication

- Good oral communication skills, an ability to speak with confidence and accuracy. (essential)
- Good written communication skills, (essential)
- Good telephone manner (essential)

Organisation

- Ability to complete given tasks within allocated time (essential)
- Good organisational skills – able to prioritise workload (essential)
- Experience of shop retail, including stock ordering and stock control (desirable)

Personal Attributes

- Punctual and reliable (essential)
- Ability to work within a small team (essential)
- Be able to follow straightforward oral and written instructions (essential)
- Ability to take responsibility for own work (essential)

Other than the named contact, do not contact the Godalming Town Council staff regarding this role or this may result in your application not being considered.

Please state on the application form how you meet the criteria in the job specification and person specification.

ADDITIONAL INFORMATION

The Post

To support the running of Godalming Museum by supporting the existing volunteer workforce and seeking opportunities to recruit further volunteers to support the operation of the Museum.

To engage with the volunteer workforce and users of Godalming Museum services in a positive manner and to ensure that all duties are carried out in accordance with the Museum's policies.

To provide administrative support to the Museum Curator

To co-ordinate and promote the Museum Shop, including stock ordering and stock control.

About the Employer - Godalming Town Council

The Godalming Museum is a small, friendly local history museum which is operated in partnership between The Godalming Museum Trust and Godalming Town Council.

The Museum's paid staff are employed by Godalming Town Council. This post will be part of a close-knit team based at the Godalming Museum located at 109a High Street, adjacent to Godalming Town Council's offices.

Terms and Conditions

Terms and conditions of employment are as set out in the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services, a copy of which is available to be read at the Town Council offices.

Place of Work

The postholder will be based at 109a High Street, Godalming, GU7 1AQ, which is well served by public transport. Private parking facilities are not provided with this position.

Salary & Hours of Work

The salary for this post is £11.76 per hour. The salary grade for this post is based on NJC pay scales LC1 (13-17) for 17.5 hours per week rostered between 9.30am and 5pm Wednesday to Saturday. The postholder must be able to work on Saturdays. Some flexibility required to attend occasional early evening meetings and to support once a month (Thursday) 7.30pm late evening opening.

Godalming Town Council staff are paid monthly by BACS payment on the twenty-fifth day of each month.

Benefits

The postholder will be eligible for paid leave including public holidays, Local Government sickness benefit entitlement and enrolment into the Local Government Pension Scheme.

6. GROUNDS ASSISTANT – ADDITIONAL PERMANENT HOURS

Recommendation: Members of the Staffing Committee resolve to recommend to Policy & Management Committee that the contracted hours of the Grounds Assistant be increased to 37 hours from 1 April 2023.

On 11 March 2022, on the recommendation of the Staffing Committee, the Policy & Management Committee approved the appointment of the Grounds Assistant for 30 hour per week (Min No 403-20 refers).

In making its recommendation the Staffing Committee had considered the staffing structure review of February 2021. Paragraph 4.1 of that report stated that:

As GTC expands its services the call on the maintenance team increases. The last 6 months has shown the value of an assistant grounds maintenance operative who is able to provide support to both maintenance disciplines. The provision of a third person enabled the level and standard of service delivery to be maintained during leave and other periods of absence and allowed GTC to undertake additional income generating works. Members will note from the recommendations that the proposal is for an operative working 30 hours per week. Whilst a FTE of 37 per week would be the ideal, consideration does have to be given to the affordability of the proposal. During the 6-month period when GTC has operated with a Maintenance Assistant, 30 hours has covered the core operation periods. It is considered a more realistic approach to introduce the position at 30pw and build up to FTE if required.

The provision of 30 hours per week created significant challenges in managing the allocation of work, therefore, for 2021/2022 the Grounds Assistant worked 37 hours per week between April and September and 23 hours per week between October and March. Whilst this approach supported the busiest period of the grounds' maintenance, the reduction to 23 hours during the autumn and winter period had a significant effect on the assistance able to be provided to the building's maintenance element of GTC's Grounds' and Buildings' Maintenance Team.

Members will be aware that because of the gap between the leaving of the previous Grounds Supervisor and the start date of the new incumbent, the Grounds Assistant's hours have been increased on a temporary basis to FTE until 31 March 2023. The cost of which is contained within the existing salary budget.

Whilst the affordability of an increase from the current part-time hours to a permanent full-time position remains a consideration, it is for the Policy & Management Committee to make that determination. However, it is the role of the Staffing Committee to determine as to whether a permanent increase in hours is beneficial to the Council for the continued delivery of the high level of service expected by residents, whilst also ensuring the welfare of its staff.

Members will have noted from the reports contained in previous meetings the significant additional hours worked by the Grounds' and Buildings' Maintenance Team to deliver the required standard of service. Whilst additional work is compensated for, it is usually done so via Time of in Lieu (TOIL), which then reduces the number of standard working hours available, which in turn affects service delivery. Whilst it is likely there will always be occasions when additional hours must be worked and compensated for by TOIL, the level should be as low as possible to provide an acceptable work-life-balance and continued willingness of staff to flex to the needs of service delivery.

Whilst the initial cautious approach in introducing the position at 30 hours was an appropriate position to take, experience has shown that the workload of the Grounds' and Buildings' Maintenance Team is such that it is appropriate to recommend the increase to 37 hours as originally envisaged.

The increase in hours to FTE would provide GTC with an additional 323 hours per annum to enable existing services to be delivered within the available staffing resource.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (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 registerable interest (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 Interests	Other Registerable Interests (Non-Pecuniary Interests)	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 registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.