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107-109 High Street
Godalming
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10 February 2023

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in The Pepperpot, High Street, Godalming on THURSDAY, 16 FEBRUARY 2023 at 7.30pm or at the conclusion of the preceding Full Council meeting, whichever is later.

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 17 November 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 31 January 2022 is attached for the information of Members

6. REVIEW OF POLICY DOCUMENTS SCHEDULE – ITEM TO NOTE

Members to note the schedule of policy document review shown in table below:

Committee – Staffing				
Policy/Procedure	Last Adopted by Full Council	Review Due	Proposed Committee Date	Frequency
A Guide to Term Time Contracts	Sep 21	2023 Q3	14 Sep 2023	Biennially
Absence & Sick Pay Policy/ Procedure	Jul 21	2023 Q3	14 Sep 2023	Biennially
Appraisal Scheme	Sep 21	2023 Q3	14 Sep 2023	Biennially
Code of Conduct - Employee	Apr 20	2022 Q3	16 Feb 2023	Biennially
Code of Conduct – IT Facilities	Feb 22	2024 Q1	15 Feb 2024	Biennially
DBS Data Handling Policy	Nov 22	2024 Q4	Nov 2024	Biennially
Dignity at Work Policy	Feb 22	2024 Q1	15 Feb 2024	Biennially
Disciplinary Procedure	Jan 22	2024 Q1	15 Feb 2024	Biennially
Fire Safety Precautions & Emergency Procedures	Jul 22	2024 Q1	15 Feb 2024	Biennially
First Aid Policy	Apr 22	2024 Q1	15 Feb 2024	Biennially
Grievance Procedure	Jan 22	2024 Q1	15 Feb 2024	Biennially
Leave Policy	Sep 21	2023 Q3	14 Sep 2023	Biennially
Lone Working Policy	Sep 21	2023 Q3	14 Sep 2023	Biennially
Modern Day Slavery Statement	Apr 21	2023 Q2	25 May 2023	Quadrennial
Recruitment of Ex-Offenders Policy	Feb 20	2022 Q4	16 Feb 2023	Biennially
Recruitment of Ex-Offenders Policy Statement	Feb 20	2022 Q4	16 Feb 2023	Biennially
Social Media Policy	Feb 22	2024 Q1	15 Feb 2024	Biennially
Training Statement of Intent	Jan 22	2024 Q1	15 Feb 2024	Biennially

7. REVIEW OF POLICY DOCUMENTS

Recommendation – Members to consider the adopted policies 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).

Members are requested to consider the Council’s published policy and if appropriate recommend amendments.

[Code of Conduct – Employee](#)
[Recruitment of Ex-Offenders’ Policy](#)
[Recruitment of Ex-Offenders’ Policy Statement](#)

Officers make no recommendations for amendment.

8. STAFF TRAINING – ITEM TO NOTE

Members to note staff training 2019-2022 (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 Council Chamber on Thursday, 25 May 2023 at 8.10pm or at the conclusion of the preceding Policy & Management Committee, whichever is later.

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(S) 12 & 13 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

12. EXTENDED LEAVE REQUEST – ITEM FOR DECISION

As required by the Council's Leave policy, requests for extended leave are brought to the Staffing Committee for consideration. Members are requested to consider and if agreed, approve a 4 week leave period for a member of staff. Members will be informed of the details of the request at the meeting.

13. FLEXIBLE WORKING REQUEST – ITEM FOR DECISION

Members to consider a Flexible Working request (request sent to Committee Chair and copied to Members).

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
TC Six Meeting	Chair of Staffing & Leader of Council to hold six monthly 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 – to be updated following review on this agenda	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Fire Safety Precautions & Emergency Procedures	Adopted 21 July 2022	Q3 2024
Employee Code of Conduct	13 September 2018/ Reviewed April 2020	Q1 2023
DBS Data Handling Policy	15 November 2018/ Reviewed November 2022	Q4 2024
Recruitment of Ex-Offenders Policy	15 November 2018/ Reviewed February 2020	Q1 2023
Recruitment of Ex-Offenders Policy Statement	15 November 2018/ Reviewed February 2020	Q1 2023
Absence & Sick Pay Policy and Procedure	4 July 2019/ Reviewed July 2021	Q3 2023
Appraisal Scheme	28 March 2019/ Reviewed September 2021	Q3 2023
Leave Policy	4 July 2019/ Reviewed September 2021	Q3 2023

POLICY REVIEWS – to be updated following review on this agenda	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Lone & Flexible Working Policy	15 November 2018/ Reviewed September 2021	Q3 2023
Disciplinary Procedure	13 January 2022	Q1 2024
Grievance Policy	13 January 2022	Q1 2024
Code of Conduct – IT Facilities	22 March 2018/ Reviewed Feb 2022	Q1 2024
Social Media Policy	22 March 2018/ Reviewed February 2022	Q1 2024
Training Statement of Intent	13 January 2022	Q1 2024
Dignity at Work Policy	19 December 2019/ Reviewed 10 February 2022	Q1 2024
First Aid Policy	28 April 2022	Q2 2024
A Guide to Term Time Contracts	23 September 2021	Q2 2023
Modern Day Slavery Statement	1 April 2021	Q2 2025

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2022 TO JANUARY 2023

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	CUMULATIVE	2021/22	2020/21	2019/20
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours			
Available Working Hours	1,515.1	1,671.7	1,776.2	1,723.9	1,502.4	1,405.7	1,464.7	1,644.2	1,364.8	1,676.9	15,745.6	18,947.2	15,801.4	13,107.4
Annual Leave Taken	40.7	132.5	274.2	278.2	239.0	150.6	84.3	55.5	164.9	92.5	1,512.4	1,753.9	1,305.4	1,415.2
Sick Leave Taken	277.6	158.5	139.5	137.7	140.6	74.0	-	23.8	-	17.3	969.0	1,625.7	239.8	88.1
Other Authorised Absence	1.0	14.8	14.8	-	-	-	-	-	7.4	-	38.0	61.2	30.4	9.7
Net working hours	1,195.8	1,365.9	1,347.7	1,308.0	1,122.8	1,181.1	1,380.4	1,564.9	1,192.5	1,567.1	13,226.2	15,506.4	14,225.8	11,594.4
Net working hours as % of available hours	79%	82%	76%	76%	75%	84%	94%	95%	87%	93%	84%	82%	90%	88%
Sick Leave as a % of Available Hours	18.3%	9.5%	7.9%	8.0%	9.4%	5.3%	0.0%	1.4%	0.0%	1.0%	6.2%	8.6%	1.5%	0.7%
Annual Leave taken as a % of Total Annual Leave	2%	6%	13%	13%	12%	7%	4%	3%	8%	4%	73%	86%	84%	94%
Notes:														
Annual Leave 2022/23 - Full Year											1877.2	1810.35	1508	1444.2
Annual Leave b/f from 2021/22											187.7	234.3	45.7	64.4
Total Annual Leave Available - Full Year											2064.9	2044.7	1553.7	1508.6

All figures are expressed in hours

GODALMING TOWN COUNCIL - STAFF TOIL REPORT APRIL 2022 TO JANUARY 2023

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	CUMULATIVE
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Opening TOIL Balance	20.5	25.2	47.2	87.5	80.5	58.0	58.3	44.0	70.0	50.3	
Accumulated	12.0	30.3	43.0	23.2	9.5	10.0	-	51.0	5.0	14.0	197.9
Taken	7.3	8.3	2.3	30.2	32.3	9.3	14.3	25.0	24.3	9.0	162.3
Closing TOIL Balance	<u>25.2</u>	<u>47.2</u>	<u>87.5</u>	<u>80.5</u>	<u>58.0</u>	<u>58.3</u>	<u>44.0</u>	<u>70.0</u>	<u>50.3</u>	<u>55.3</u>	
Festivals	3.0	-	30.3	-	7.3	-	-	-	-	-	40.6
Council Meetings	-	-	4.0	-	-	-	-	10.0	-	4.0	18.0
Parish Meetings	-	-	-	-	-	-	-	-	-	-	-
Other Evening Meetings	-	-	-	-	-	-	-	-	-	-	-
Civic Events	-	-	8.3	-	-	10.0	-	39.0	-	-	57.3
Other	9.0	30.3	-	23.2	2.2	-	-	2.0	5.0	10.0	81.6
	<u>12.0</u>	<u>30.3</u>	<u>42.6</u>	<u>23.2</u>	<u>9.5</u>	<u>10.0</u>	<u>-</u>	<u>51.0</u>	<u>5.0</u>	<u>14.0</u>	197.5

SC 16.02.2023
Agenda Item 5

Staff Training Schedule

DATE	NAME	TRAINING PROVIDER	TRAINING COURSE
Feb 2019	A Jeffery	NALC	NALC Conference
Feb 2019	R Tong	SSALC	VAT Training
Feb 2019	R Tong	SSALC	Elections Briefing
Mar 2019	R Tong, S Gortler, A Jeffery, L Purnell, K Warner, A Pattison, A Terelak, A Redfern	Highfield e-learning	Manual Handling
Mar 2019	S Gortler	Delivered Social	Social Media Clinic on Twitter
May 2019	A Jeffery, R Tong	HR Services Partnership	Employment Law Update
Sep 2019	S Gortler, R Tong	St John Ambulance	1 st Aid Refresher
Oct 2019	A Jeffery	SLCC	National Conference
Oct 2019	A Jeffery, R Tong	NALC	National Conference
Oct 2019	J Hunter	Institute of Groundsmanship	Pesticide 2020 & Beyond
Jan 2020	D Jones	Test Meter Group Ltd	In Service Inspection & Testing of Electrical Equipment
Feb 2020	J Hunter	St John Ambulance	First Aid Refresher
Feb 2020	S Gortler	SW Railway	Community Rail Partnership Conference
Mar 2020	S Gortler, R Tong	St John Ambulance	First Aid at Work Requalification
Apr 2020	J Hunter	Dunn & Co	Safe Use of an Excavator in the Burial Process

Apr 2020	J Hunter	Dunn & Co	Safety in the Burial Process
May 2020	R Tong	Ellis Whitham	The Roadmap out of Lockdown
May 2020	R Tong	Surrey County Council	Life After Lockdown
May 2020	R Tong	SLCC	Coronavirus and Finance
Jun 2020	S Gortler	SLCC	Community Engagement & Social Media for the Climate Emergency
Sep 2020	S Gortler	SSALC	Developing Communications Strategy
Sep 2020	R Tong	SSALC	Budget Planning
Sep 2020	S Gortler	SSALC	Building a Two Way Conversation
Oct 2020	S Gortler, L Purnell	Breakthrough Communications Ltd	eNewsletters
Oct 2020	J Hunter	Wildflower Turf Limited	Wildflower Accreditation Training Day
Oct 2020	S Gortler	SSALC	Advanced Social Media
Nov 2020	R Tong	SLCC	Planning White Paper – Planning for the Future
Nov 2020	R Tong	SLCC	Sexism in the Workplace
Nov 2020	R Tong	SLCC	Dealing with Challenging people & Situations
Feb 2021	S Gortler	High Speed Training	Level 3 Safeguarding
Feb 2021	L Purnell, R Tong	High Speed Training	Fire Warden Training
Feb 2021	L Purnell, R Tong	SLCC	Getting the Best from your Wordpress Website
Feb 2021	R Tong	SLCC	Virtual Practitioners Conference
Apr 2021	A Jeffery, R Tong	NALC	Power of a Local Council & Community Business Partnership
Apr 2021	H Harvey	Surrey Horticultural Training Group	Lantra Tractor Driving
Apr 2021	S Gortler	Coach & Courses	Business Coaching
May 2021	R Tong	SLCC	SLCC & OVW Joint Conference
Jun 2021	R Tong	NALC	Reopening & Reimagining Your Community Buildings

Jun 2021	A Jeffery, R Tong	NALC	The Power of Local Government & Community Business
Oct 2021	A Jeffery	SALC	SALC Conference
Dec 2021	A Jeffery, R Tong, L Purnell, K Warner, D Jones, J Hunter, A Terelak	Pyrotech	Fire Warden Training
Jan 2022	T Manning	National Youth Agency	Detached Youth Work Seminar
Jan 2022	T Manning	National Youth Agency	Risk Assessments in a Youth Work Environment
Jan 2022	T Manning	National Youth Agency	Safeguarding in Youth Work Settings
Jan 2022	T Manning	Surrey County Council	Working Together to Safeguard Children
Jan 2022	T Manning	Surrey County Council	Protecting Protection Awareness e-Learning
Jan 2022	R Tong	Worknest	Employment Law Changes 2022
Feb 2022	R Tong	Hymans Robertson LLP	LPGS Pensionable Pay
Mar 2022	R Tong	SLCC	Preparing for Year End
Apr 2022	S Gortler, R Tong	SLCC	Community Engagement Summit
Apr 2022	T Manning	St John Ambulance	First Aid at Work
May 2022	A Jeffery, R Tong, K Warner, D Jones, J Hunter, T Manning, H Harvey	Surrey Safety Training	Health & Safety Awareness
May 2022	A Jeffery, R Tong, K Warner, D Jones, J Hunter, T Manning, H Harvey	Surrey Safety Training	Manual Handling
May 2022	A Jeffery, R Tong	WBC	Code of Conduct
Jun 2022	H Harvey, J Hunter, D Jones	Surrey Safety Training	Working at Heights/ Ladder Training
Jun 2022	H Harvey, J Hunter, D Jones	Surrey Safety Training	Abrasive Wheel

July 2022	K Warner, R Tong	SLCC	Allotment Management: Site Facilities and Health & Safety
July 2022	D Jones		PRAF Mobile Vertical

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.