

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 16 FEBRUARY 2023**

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

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

513. MINUTES

The Minutes of the Meeting held on 17 November 2022 were signed by the Chair as a correct record.

514. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

515. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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.

516. WORK PROGRAMME

Members considered the Committee's work programme and agreed that the purpose of the work programme should be reviewed.

517. STAFF ABSENCES & TOIL

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

518. REVIEW OF POLICY DOCUMENTS SCHEDULE

Members agreed 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

519. REVIEW OF POLICY DOCUMENTS

Members considered the Council's published policies listed below and made no recommendations for amendment.

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

520. STAFF TRAINING

Members noted the staff training 2019-2022 and wished to include climate awareness training for staff. It was agreed that GTC would seek to adopt the training models used by WBC once these had been established.

521. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters discussed at the meeting requiring further publication.

522. 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.

523. 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 & 13 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

524. EXTENDED LEAVE REQUEST

Members approved a staff request for an extended leave request and agreed the arrangements should be managed by the Town Clerk.

525. FLEXIBLE WORKING REQUEST

Members considered a flexible working request and agreed that the Chair of the Staffing Committee should seek further clarification from the Council's HR providers and bring this item back for further consideration.