

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 6 JULY 2023**

- * Councillor Downey – Vice Chair
- * Councillor Heagin – Chair
- * Councillor Kiehl
- * Councillor Martin
- * Councillor Weightman
- * Councillor Follows (*ex officio*)

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

137. MINUTES

The Minutes of the Meeting held on 25 May 2023 were signed by the Chair as a correct record.

138. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

139. 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.

140. REVIEW OF TERMS OF REFERENCE

Members reviewed the Committee's terms of reference and agreed to recommend an amended committee Terms of Reference to Full Council (copy attached to record minutes); proposed amendments shown in red.

141. REVIEW OF COMMITTEE WORK PROGRAMME

Members considered the committee's work programme purpose and content, especially as it relates to the provision of Health & Safety oversight and the review of staffing policies.

Members agreed that a committee member should be nominated against each policy document in order to lead its review and bring forward considerations to the committee. Additionally, Members also agreed that Cllr Heagin and Cllr Follows, along with the Town Clerk, should review the Health & Safety Handbook proposed by Citation and report back their conclusions to this committee.

Members also requested that the Town Clerk arrange site visits that incorporate the four main service areas, Democratic & Support Services (including facilities management), Youth Service, Museum Service, Grounds and Building Maintenance. The aim of the site visits to enable the Staffing Committee to gain an understanding of each area and for staff to understand the council's decision-making structures that support their service area.

142. FLEXIBLE WORKING POLICY

Members considered a draft Flexible Working Policy and having agreed a number of minor changes agreed to recommend its adoption by Full Council. (amended policy attached to the record minutes).

Additionally, Members resolved to recommend that Full Council appoint up to 5 councillors to form a pool of Members able to form an appeals panel if required to consider an appeal against a decision of the Staffing Committee in relation to flexible working, grievance or disciplinary issues.

143. COUNCIL'S BUSINESS PLAN RESOURCING

In preparation for the consideration and adoption by Full Council of the council's 4-year business plan, Members resolved to agree the formation of a Staffing Committee Task & Finish Group, to consider staffing resource issues associated with the business plan in order to make detailed suggestions to this committee for formal consideration.

The role of the Task & Finish Group is to consider in detail whether the existing staffing structure, roles and resources can support the outcomes set out in the business plan. Additionally, the Task & Finish Group is also to consider the budgetary implications of any proposals requiring changes to staffing structures or resources so that all implications of any subsequent recommendation from this committee to the Policy & Management Committee have been fully considered.

Councillors Downey, Kiehl and Weightman accepted nominations to form the Task & Finish group.

144. MUSEUM ASSISTANT

Members considered a report from the Museum Curator regarding a change of role from Sunday Supervisor to Museum Assistant that supports museum operations and activities to ensure visitors gain the best possible experience of their visit to the museum, supports the care of the collections, schools and guided tours, and site security.

Members resolved to approve this cost neutral proposal and approved the job description and authorised the Town Clerk, in consultation with the post holder and the Committee Chair, supported by the council's HR providers to amend the post holder's particulars of employment to reflect the changes.

In considering the accompanying report, Members acknowledged recent increased engagement with the community, especially the increased visitor numbers and the expansion of the educational outreach and loan box programme.

145. STAFF ABSENCES & TOIL

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

146. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters, discussed at the meeting, that are to be publicised.

147. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on Thursday, 14 September 2023 at 7.00pm.

148. 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.

149. STAFFING MATTERS

Flexible Working Request: Subsequent to the decision referred to at Min No 542-17 of 16 February 2023, 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, Members resolved to authorise the committee chair to sign the proposed flexible working agreement, subject to the meaning of abbreviations used in the agreement being set out in full.