

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 14 SEPTEMBER 2023**

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

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

247. MINUTES

The Minutes of the Meeting held on 6 July 2023 were signed by the Chair as a correct record.

248. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

249. 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.

250. HEALTH & SAFETY

Health & Safety Manual

Members noted the work to date on the proposed GTC Health & Safety Staff Manual and thanked the Town Clerk for the work undertaken so far. Members agreed that the aim should be to deliver a Health & Safety Statement and Policy document, clear identification of roles and responsibilities and a workshop manual. It was agreed that the Chair and Cllr Follows would take this forward.

Abusive and Aggressive Behaviour

Members noted the report of an incident of abusive and aggressive behaviour towards GTC staff and expressed their disappointment in such unacceptable behaviour and their full support to the staff Member involved.

251. WORK PROGRAMME

Members considered the Committee's work programme and agreed identified required changes. The amended work programme is attached to the record minutes.

252. SERVICE AREA VISITS

Members noted and agreed the following dates for visits to the following service areas:

Museum Services – 24 October – 11.00
GTC Support Services and Facilities – 7 November – 09.00
Grounds & Building Maintenance Team – 21 November – 15.00
Youth Service – 5 December – 13.30-14.30

Attendance invitations will be sent prior to each date.

253. REVIEW OF POLICY DOCUMENTS

Members considered the following Council's published policies and made no recommendations for amendment, therefore the existing policies remain extant.

[Recruitment of Ex-Offenders' Policy](#)
[Recruitment of Ex-Offenders' Policy Statement](#)
[Guidance for Term Time Contracts](#)

254. STAFF ABSENCES & TOIL

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted no cause for concern. Members discussed the presentation of information and requested that where feasible and appropriate for ease of interpretation it is presented in line chart format.

255. STAFF RECRUITMENT – UPDATE

Apprentice

Members noted that an appointment had been made and the lessons learnt in recruiting to apprentice positions, which it is hoped will reduce the time taken to recruit.

Youth Workers

Members noted that the recruitment to support the delivery of the mobile youth project is complete and that six people have been recruited with hours varying between one session per week to full time.

Training and Integration into the Godalming Youth Service is underway with an anticipated start of the mobile youth provision at the end of September.

Members also noted that GTC's payroll system license is based on the staffing establishment and the recruitment of the new youth team has moved the licence requirement to the next tier.

256. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified not items discussed at the meeting for further publicity.

257. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on Thursday, 16 November 2023 at 7.15pm

258. ANNOUNCEMENTS

There were no announcements.