

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 15 FEBRUARY 2024**

- * Councillor S 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

517. MINUTES

The Minutes of the Meeting held on 16 November 2023 were signed by the Chair as a correct record.

518. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

519. 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.

520. WORK PROGRAMME

Members considered the Committee's work programme. No new items were added to the work programme.

521. REVIEW OF STAFFING POLICIES

The Committee nominated Members to review the documents below and to forward any proposals for amendments to the Town Clerk no later than 2 May for review by this Committee on 23 May 2024.

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| Disciplinary Policy | Cllr Heagin |
| Grievance Policy | Cllr Heagin |
| Code of Conduct – IT Facilities | Cllr Follows |
| Social Media Policy | Cllr Kiehl |
| Training Statement of Intent | Cllr S Downey |
| Dignity at Work Policy | Cllr Heagin |

522. RECRUITMENT

Members received an update from the Chair in relation to the successful recruitment of Sam Watts as the Operations & Compliance Officer.

Members reviewed and approved the proposed Maintenance Assistance Job Description and Personal Specification and resolved to authorise the Town Clerk to recruit to the two available positions simultaneously. The Operations & Compliance Manager and Maintenance Supervisor to lead on the selection process.

523. SERVICE AREA VISITS

Members considered issues raised and outcomes of the Committee's visits to the Museum, Maintenance and Support Service areas:

- Museum Service area – Members noted the formation of the Museum Coordination Group.
- Maintenance Service Area – Members noted the structural changes within the maintenance team, the need for improvements to the workshop area and desire of the maintenance team to increase the level of flower stock produced in-house.
- Support Service – Members acknowledged the frustration expressed regarding the reports relating to external organisations and noted the changes agreed by the Policy & Management Committee aimed at addressing that issue. Additionally, Members of the Staffing Committee will encourage their councillor colleagues to not only read information emails sent out from the Support Services, but to acknowledge receipt and/or action as required. Likewise in relation to Social Media Members of the Staffing Committee will also encourage those colleagues with an online presence to 'Follow' and 'Like' posts from GTC social media accounts.

Members also considered the issues raised from the Committee's visits to the Broadwater Youth & Community Centre and the separate meeting with the Youth Services Manager.

In response to the various issues raised, the Chair proposed and Members resolved to agree the following actions:

- Formation of a Youth Services Advisory Group (YSAG) comprising both councillors and external experts to guide the committee on governance issues to ensure that staff are appropriately supported in delivering a high-quality professional youth service. Target date: 1 June 2024;
- Provision of professional support for the Youth Services Manager. Target date: 1 May 2024.

To ensure the target dates are met, a Task & Finish Group was established to progress the youth service issues, including the composition and terms of reference for the YSAG. This Group will comprise Cllrs Heagin, Weightman and Duce, plus the RFO.

Members noted that steps are already in place to hire an administrative assistant, with costs contained within the existing Youth Service budget.

524. HEALTH & SAFETY

The Chair reported a very positive initial meeting of the SHE Committee, with actions to be taken forward by the Operations & Compliance Officer and Museum Coordination Group.

525. EMPLOYEES ASSISTANCE PROGRAMME

Members considered a proposal for the provision of an Employees Assistance Programme (EAP) and resolved to agree to the provision of an Employee Assistance Programme for an initial 5-year period.

526. STAFF ABSENCES & TOIL

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

527. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters discussed at the meeting for further publicity.

528. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Council Chamber on Thursday 23 May 2024 at 7.20pm or at the conclusion of the preceding Policy & Management Committee meeting, whichever is later. However, Members noted that due to ongoing committee work, with the appropriate notice, the Chair may need to call an extraordinary meeting.

529. 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) 14 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

530. STAFFING STRUCTURE

Members receive an update from the Chair on the progress of the staffing structure transformation and Members resolved to authorise the Town Clerk to continue with the approved staffing structure transformation.