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107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

7 June 2024

I HEREBY SUMMON YOU to attend the EXTRAORDINARY **STAFFING COMMITTEE** Meeting to be held in The Pepperpot, High Street, Godalming on FRIDAY, 14 JUNE 2024 at 7.00pm.

*Andy Jeffery*

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](mailto:office@godalming-tc.gov.uk)

Committee Members: Councillor S Downey – Vice Chair  
Councillor Heagin – Chair  
Councillor Holliday  
Councillor Kiehl  
Councillor Weightman  
Chair of Policy & Management (*ex officio*)

## **AGENDA**

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 23 May 2024, 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. **STAFF TRAINING**

Members to consider a report (attached for the information of Members) regarding a recommendation from the Youth Service Officer for a Member of the Youth Service Staff to undertake a Holistic Integrated Creative Arts Therapy (HICAT) qualification, at costs £1,398, which is within the Youth Service Training Budget.

5. **RFO RECRUITMENT**

Members to receive a report (attached for the information of Committee Members) from the Town Clerk relating to the recruitment process for the RFO position. Members to indicate how they wish to the Town Clerk to proceed.

6. STAFF ENGAGEMENT

Members to consider whether there should be more formal or informal staff engagement. Ideas include repeating the formal visits by members of Staffing Committee to the various service areas and/or introduction of an informal social event for staff and all councillors.

7. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

8. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on **Wednesday**, 10 July 2024 at 7.00pm.

9. 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) 10 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

10. YOUTH SERVICE

Members to receive a report (attached for the information of Committee Members) from the Committee Chair and Town Clerk relating to the youth service.

#### 4. STAFF TRAINING

##### **Proposal to Fund Holistic Integrated Creative Arts Therapy Qualification**

###### Introduction

Godalming Youth Service is acutely aware of the national youth mental health crisis in the UK, particularly the rise of emotional-based school avoidance. In response, we are seeking to make emotional support an increased focus in our services, ensuring that Godalming's young people have the support they need.

Towards this goal, we have created a dedicated wellbeing garden and cabin to provide a suitable safe and supportive environment for young people experiencing emotional difficulties.

This proposal recommends funding for a staff member to complete a Holistic Integrated Creative Arts Therapy (HICAT) qualification, which perfectly complements these existing initiatives. The qualification costs £1,398, and it will equip the staff member in question with valuable skills for direct work with young people and to help train other youth support workers. It will enhance Godalming Town Council's youth services and prepare us for future projects.

###### Benefits of the Qualification

- **Investment in Staff:** The Council's Training Statement of Intent states that "Training will primarily focus on specific topics and areas of work pertinent to local government and may also encompass other relevant training that will enhance the professional skills of staff". Supporting this training request is both an investment in the Youth Service but also signifies the council's value in its staff and their future contributions, which can incentivise them continuing as an integral part of the Youth Service.
- **Complements Wellbeing Initiatives:** The HICAT qualification aligns perfectly with our existing wellbeing garden and cabin concept, providing a unique therapeutic approach within this environment.
- **Unique Offering for Young People:** This qualification will allow the staff member to offer creative arts therapy, a service currently unavailable to young people in our area. The Youth Service has been providing an exceptional arts programme for the past two years that is very well attended. By building on this work and enhancing it with a HICAT qualification, it can become an even more valuable tool for supporting young people's emotional well-being.
- **Social Prescribing:** The qualification aligns with the growing area of social prescribing, allowing the Youth Service to work with GPs and Family Support Services to refer young people for creative arts therapy interventions.
- **Cost-Effective:** At £1,398, the qualification represents a cost-effective investment in upskilling our staff and expanding the services we offer.
- **Enhanced Youth Services:** The HICAT qualification allows our youth services to move to a new level by incorporating creative arts therapy, a well-regarded approach to youth mental health.
- **Alignment with the National Youth Agency Curriculum:** The qualification integrates well with the existing youth curriculum, providing an integrated approach to youth development that addresses both academic and emotional well-being.

- **Time-Efficient:** The qualification can be completed within 40 weeks (about 9 months), allowing for a relatively quick leverage of new skills to benefit young people.
- **Knowledge Sharing:** Practicing the learned techniques will foster a more supportive environment for the young people. The qualification will also directly benefit other staff members through knowledge sharing and collaboration, creating a more skilled and well-rounded team.

### Continued Learning

This request is in line with GTC's commitment to meet training needs and personal development as indicated in the council's Training Statement of Intent.

### Funding

Funding for this course is within the Youth Service's budget for staff training.

### Conclusion

Supporting staff to gain appropriate qualifications, in this case the HICAT qualification, represents a strategic investment in our youth services. The qualification is cost-effective, aligns with our existing initiatives, and provides a unique and valuable service to the young people in our community. Jane's dedication and commitment to professional development make her an ideal candidate for this opportunity. The Youth Service Officer believes the identified staff member to be an ideal candidate for this opportunity and recommends this proposal for consideration by the Staffing Committee.

# Finance & Corporate Services Officer

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We are seeking a dynamic and experienced Finance & Corporate Services Officer to oversee the proper administration and strategic management of the Council's resources, including finance and HR. This role includes acting as the Responsible Financial Officer (Section 151 Officer) under the Local Government Act 1972 and supporting the Town Clerk in various capacities. Apply on our website xxxxxx

## Key Responsibilities:

### Leadership:

- Provide high-level support and advice to the Town Clerk and Councillors.
- Lead, motivate, and support staff within the Finance & Corporate Service team and across the Council.

### Finance:

- Manage the Council's financial strategy and annual budget-setting process.
- Oversee treasury management, ensuring compliance with legislation and best practices.
- Liaise with auditors and manage procurement and contract arrangements.
- Ensure continuous improvement, value for money, and best value in all financial activities.

### Governance:

- Uphold the Council's governance mechanisms and ensure operational effectiveness.
- Manage processes related to corporate governance, including risk management and data protection.
- Ensure compliance with all HR policies and procedures.

### Special Conditions:

- Regular evening working to attend meetings of the Council and its Committees.
- Travel within and occasionally outside the town.

### Qualifications and Skills:

- Qualified accountant (CIPFA, CIMA, or ICAEW).
- Knowledge of public services, particularly local government.
- Experience in management accounting, financial reporting, and implementing financial controls.
- High degree of IT literacy and proficiency in relevant software packages.
- Excellent communication and organisational skills.

### Personal Attributes:

- Ability to identify and address complex issues creatively and independently.
- Strong decision-making skills and the ability to challenge behaviours to safeguard the Council's resources.
- Collaborative and able to build effective working relationships.
- Positive, self-motivated, resilient, and professional attitude.

### Equal Opportunities:

Godalming Town Council is an Equal Opportunities employer. We are committed to promoting a workplace where employees are treated with dignity, respect, and without bias.

Full Job Description and Person Specification below.

Apply on our website xxxxxxxx

Job Type: Full-time (negotiable)

Starting Salary: £45,441 per annum (Full-Time 37 hours pw)

Benefits:

- Local Government Pension Scheme
- Free parking
- Sick pay
- Hybrid working subject to negotiation
- 25 days paid holiday (increasing to 28), plus public holidays

Schedule:

- Monday to Friday

Application deadline: xx/yy/2024



## **JOB DESCRIPTION**

|                         |   |
|-------------------------|---|
| <b>Full Job Title:</b>  | Finance & Corporate Services Officer  |
| <b>Short Job Title:</b> | <b>RFO</b>  |
| <b>Location:</b>        | Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ   |
| <b>Reports To:</b>      | Town Clerk  |
| <b>Responsible for:</b> | Support Services Executive, Finance Assistant, Youth Service Officer  |
| <b>Hours of Work:</b>   | <b>To be agreed, Minimum 20 Maximum 37 hours</b><br>To be worked within core office times of<br>Monday – Thursday 9.00am – 5.00pm<br>Friday 9.00am – 4.30pm<br>Hybrid working subject to negotiation<br>(Some flexibility in hours is required to accommodate evening meetings) |

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### **1. Principal Responsibilities**

To carry out the statutory duties as the Responsible Finance Officer (RFO) (as required by Section 151 of the Local Government Act 1972) guiding and assisting the Town Council (GTC) in complying with their legal and financial obligations.

To be responsible for Godalming Town Council's (GTC) Corporate Services including committee services, accounts, budget preparation, invoices, financial administration, payroll, central bookings function, administrative and HR support for GTC. The Corporate Services function would also provide support on matters such as Data Protection, Freedom of Information requests, and general support services.

### **2. Principal Accountabilities**

#### **2.1 Responsible Finance Officer**

- Manage and monitor GTC finances and to advise GTC on its financial strategy and policy;
- Ensure compliance with the GTC's Financial Regulations and Standing Orders, recommending any necessary amendments to the Council, Policy & Management and Audit Committees;
- Prepare and complete the Annual Report for external audit;
- Monitor budgets and prepare regular financial reports and year end forecasts;
- Input into other meeting agendas as required and appropriate to the RFO role;

- Clerk to the Audit Committee responsible for the preparation of the agenda, attending meetings and production of the minutes;
- Update budgets in accordance with recommendations, following approval by the full Council.

## **2.2 Specific Finance Functions**

Note: These tasks are those for which the RFO is responsible. It is not expected that they will personally undertake all of these duties but that they will be carried out effectively by the Finance & Corporate Service Team under the overall supervision/management of the RFO.

- Manage and monitor the council's financial obligations ensuring that the Council will meet its finance and policy objectives;
- Ensure that all the accounts confirm with the requirements of the necessary Accounts & Audit Regulations, the Council's Financial Regulations and Standing Orders;
- Ensure that financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk;
- In conjunction with the Town Clerk, prepare a detailed annual budget and precept report for submission to the Council;
- Provide timely and accurate budget forecasts to the agreed schedule and advise on variations that might impact upon the Council;
- Manage, maintain and update the Council's financial computer system and financial records;
- Ensure financial records are up to date and to work with the Council's appointed external accounts and internal/external auditors as necessary;
- Manage the Council's payroll, including PAYE, NI and superannuation;
- Ensure the necessary payments are made to the Local Government Pension Scheme and HRMC including the preparation of all necessary returns;
- Manage, update and maintain the statutory Value Added Tax, National Insurance and Pay As You Earn records, liaising as necessary with HMRC and other Government bodies;
- To facilitate the recovery of VAT and other such monies which may be available to the Council, e.g. grants from external bodies, or community infrastructure levies;
- Manage the sales ledger process in respect of services and other ad hoc invoices as required and to ensure all sums are received according to Financial Regulations.
- Oversee the purchase ordering and purchase ledger function;
- To prepare a schedule of payments made for submission to the relevant council meeting and to ensure all such payments are made promptly once approved;
- Manage, update and maintain appropriate banking arrangements and carry out regular bank reconciliations as required;
- To manage, update and maintain all bank mandates;
- Prepare the annual report and supporting accounts for audit, liaising as necessary with the appointed external and internal auditors;
- To supply information and attend upon Internal Auditor visits;
- Ensure adequate insurance arrangements are in place, liaising with the Council's insurers and/or brokers to negotiate the best terms;



- To manage insurance claims made against or for the Council;
- Ensure the Council's assets are recorded and an accurate Register of Assets and Investments is kept up-to-date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

### **2.3 Corporate Services**

Administrative support to GTC and its various Committees to ensure the efficient and effective operations of GTC functions. To include: -

- Line Management of Support Service Executive
- Line Management of Finance Assistant
- HR support to Youth Service Officer
- Servicing GTC and Committee meetings;
- Any other such duties as could reasonably be expected as directed by the Town Clerk consistent with the level and scope of the post.

### **2.4 Delegated Authority**

- To make appropriate decisions for the efficient and effective operation of the Council in the absence of the Town Clerk.

### **2.5 Supervision of Others**

- Supervising the work of other employees as their Line Manager in keeping with the policies of the Council.

## **3. General Health & Safety**

While at work, all staff are required to:

- Take care of their own health and safety and that of others who may be affected by their acts and omissions; and
- Observe GTC policies and procedures for health and safety.
- In addition to the above there is the responsibility to: -
  - ensure, so far as is reasonably practical, the health, safety and well-being of staff and others who may be affected by GTC activities; and
  - be familiar and comply with GTC policies and procedures for health and safety.
  - Represent Finance & Corporate Service team on the Safety Health & Environment (SHE) Committee.

## **4. Knowledge, Skills and Experience**

- The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient management of the affairs of the Council;

- To attend training courses, development sessions and conferences on the work and role of the Finance & Corporate Services Officer as required by GTC.

#### **5. Additional Information**

- Work is largely self-generated, using own initiative or delegated by the Town Clerk;
- Post holder will be part of the GTC's management team and the role will require a corporate and strategic approach to the wider GTC business;
- Post holder will be office based but duties may include travel within the Borough/County or further afield. Travel allowance will be paid in accordance with the HMRC approved rates;
- There is a requirement to attend evening meetings of the GTC and also some ancillary committee meetings that take place in the evenings.

**NB.** This job description is non-contractual and is a statement of the job content agreed at the time of issue. It should not be seen as precluding future changes.

## PERSON SPECIFICATION

### Responsible Finance Officer ('s151' Officer)

| Competence area      | Description   | Evidence by  |
|----------------------|---|--|
| Qualifications       | Technical financial qualification (essential)   | Formal qualifications eg CIPFA, CIMA, or ICAEW.  |
| General experience   | Minimum of 3 years' office and financial experience, to include report writing, production/presentation of financial reports and budget management, working on own initiative and/or as part of a team.   | Local Government experience desirable. Experience of some management or supervision of others desirable.   |
| Financial Management | Competent in management of a significant budget; understanding of budget control, and of financial analysis and process.<br>Previous direct/exclusive responsibility for a budget (circa £0.5m+).<br>Demonstrable understanding of issues of probity and sound financial management applying in the public sector   | Experience of financial software systems eg <i>SAGE Accounts and Payroll</i> //RBS Omega accounts system<br>Demonstrable knowledge of payroll, VAT, pension management, and maintenance of financial records and accounts. |
| Skills & knowledge   | Policy analysis skills and the ability to address and resolve complex issues.   | Evidence of giving advice on policy issues, and of recommending strategy on difficult/complex issues   |
|                      | Excellent numeric, written, and oral communication skills, with the ability to communicate effectively with others, at all levels, both internally and externally.<br>Ability to operate and if necessary, establish office systems and procedures  | Previous experience in a post demanding application of these skills; involvement in services and/or in external relations<br>Demonstrated at interview.  |
|                      | Understanding of local council structure, functions, responsibilities, and procedures.<br>Understanding of legal responsibilities and sufficient general understanding of the law to maintain Council's compliance in the postholder's areas of responsibility.   | Previous experience of working with and advising local council and elected members or equivalent; demonstrable understanding of the legal requirements affecting local council's finance                                   |
| Personal Qualities   | Approachable and responsive with staff and members of the public.<br>Able to secure good relationships with Councillors and other stakeholders.<br>Able to work effectively under pressure.<br>Self-reliant, open, and honest.<br>Practical with common sense approach to problem solving.<br>Trustworthy with confidential information.<br>Capable of anticipating problems and showing initiative to solve them.<br>Receptive to change and new ideas.<br>Methodical and thorough approach. | Previous experience in a post demanding application of these skills; involvement in services and/or in external relations<br>Demonstrated at interview.  |
| Operational          | Available for scheduled evening meetings.   | Acceptance at time of appointment  |

## GODALMING TOWN COUNCIL

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a registerable interest (non-pecuniary interest)]<sup>3</sup> 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<br>(Non-Pecuniary Interests) | Reason |
|------------|---------|---------------------------------|---|--------|
|            |         |                                 |   |        |
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|            |         |                                 |   |        |
|            |         |                                 |   |        |

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

<sup>3</sup> A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.