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107-109 High Street
Godalming
Surrey
GU7 1AQ

3 July 2024

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held 107-109 High Street, Godalming on WEDNESDAY, 10 JULY 2024 at 6.00pm.

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

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 Extraordinary meeting held on the 14 June 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. **WORK PROGRAMME**

Members to review the committee's work programme, copy attached for the information of Members.

5. **RFO RECRUITMENT**

On 14 June, the committee agreed that the Town Clerk should, in consultation with the Committee Chair, prepare the recruitment pack to enable the recruitment process to proceed. Members to receive an update on the recruitment process from the Chair and Town Clerk.

6. **YOUTH SERVICE**

Members to receive an update from the Committee Chair following the initial meeting relating to the review of the Youth Service structure.

7. REVIEW OF POLICY DOCUMENTS

Members are reminded the following councillors are nominated to review the documents listed below. Nominated councillors are requested to forward any proposals for amendments to the Town Clerk no later than 5 September for review by this committee on 19 September 2024.

Cllr Follows [Absence & Sick Pay Policy/Procedure](#)
Cllr Heagin [Appraisal Scheme](#)

8. COMMUNICATIONS ARISING FROM THIS MEETING

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

9. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on Thursday, 19 September 2024 at 7.00pm.

10. 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 11 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

11. STAFFING MATTERS

Committee Chair to provide Members with an update on staffing issues including a proposed amendment to the Staffing Organisational Chart (attached for the information of Members) which would be subject to outcomes of the Youth Service structure review.

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	LAST REVIEW DATE	PRIORITY FOR REVIEW
Staff Meeting	Service area site visits.		1
Report Staff Appraisals Undertaken	Chair of Staffing & P&M to conduct TC annual appraisal		2
POLICY REVIEWS – to be updated following review on this agenda	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Lone & Flexible Working Policy	Deferred until adoption of updated HSE policy and statement	15 November 2018/ Reviewed September 2021	Q3 2023
First Aid Policy	Deferred until adoption of updated HSE policy and statement	28 April 2022	Q2 2024
Fire Safety Precautions & Emergency Procedures	Deferred until adoption of updated HSE policy and statement	Adopted 21 July 2022	Q3 2024
Absence & Sick Pay Policy and Procedure	Cllr Follows	4 July 2019/ Reviewed July 2021	Q3 2024
Appraisal Scheme	Cllr Heagin	28 March 2019/ Reviewed September 2021	Q3 2024
DBS Data Handling Policy		15 November 2018/ Reviewed November 2022	Q4 2024
Modern Day Slavery Statement		1 April 2021	Q2 2025
Recruitment of Ex-Offenders Policy		15 November 2018/ Reviewed September 2023	Q3 2025

POLICY REVIEWS – to be updated following review on this agenda	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Recruitment of Ex-Offenders Policy Statement		15 November 2018/ Reviewed September 2023	Q3 2025
A Guide to Term Time Contracts		23 September 2021/ September 2023	Q4 2025
Leave Policy	CLlr Kiehl	4 July 2019/ Reviewed November 2023	Q4 2025
Disciplinary Procedure		13 January 2022 Reviewed 13 May 2024	Q1 2026
Grievance Policy		13 January 2022 Reviewed 13 May 2024	Q1 2026
Code of Conduct – IT Facilities		22 March 2018/ Reviewed 13 May 2024	Q1 2026
Social Media Policy		22 March 2018/ Reviewed 13 May 2024	Q2 2026
Training Statement of Intent		13 January 2022 Reviewed 13 May 2024	Q2 2026
Dignity at Work Policy		19 December 2019/ Reviewed 13 May 2024	Q2 2026
Employee Code of Conduct		13 September 2018/ Reviewed Feb 2023	Q1 2027

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a registerable interest (non-pecuniary interest)]³ 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 (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² 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

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