

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 19 SEPTEMBER 2024**

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

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

234. MINUTES

The Minutes of the Meeting held on the 10 July 2024 were signed by the Chair as a correct record.

235. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

Substitute for Councillor Kiehl – Councillor Duce

236. 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.

237. WORK PROGRAMME

Members considered the Committee's work programme and no new items were added. The work programme is attached to the record minutes.

238. YOUTH SERVICE STAFF CODE OF CONDUCT

Members received a draft Youth Service Staff Code of Conduct from the Youth Services Officer (YSO). Members commended the YSO for the amount of work, level of thought and detail put into drafting the document. Having reviewed the document, Members wished to seek advice from the Council's HR service provider and requested they review the document and provide the YSO with advice and rationale of any such advice in regard to the draft document.

Following the review and any necessary amendments, Members wished the document to come to committee for further consideration.

239. REVIEW OF POLICY DOCUMENTS

At the meeting of 10 July 2024, Members noted the councillor(s) nominated to review the documents listed below.

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

There were no recommendations for amendments to the Absence & Sick pay Policy/Procedure

Cllr Heagin [Appraisal Scheme Guidance](#)

Members received a brief from on the current appraisal scheme, which was considered to be unwieldly and not achieving it purpose. Members considered options based on the ACAS advisory booklet and agreed that a revised scheme based on the ACAS guidance should be brought to the committee for consideration.

The following policy documents are due for review on 14 November 2024. Members noted that the councillor(s) nominated to review the documents listed below. Nominated councillor(s) were requested to forward any proposals for amendments to the Town Clerk no later than 31 October 2024.

Cllr Weightman [DBS Data Handling Policy](#)

240. STAFF PROFESSIONAL DEVELOPMENT

Members considered a request for two members of the youth service team to enrol into an NVQ Level 6 apprenticeship in youth work as part of the Premier Pathways Youth Worker Degree Apprenticeship Scheme at no direct cost for the course to the candidates or Godalming Town Council. The course is being funded by the National Youth Agency.

Members considered this to be not only a superb opportunity for the development of the staff members but is also beneficial to the Council in widening the knowledge and experience of the youth staff to better serve residents, and specifically the young people of Godalming.

Members resolved to authorise that the Youth Services Officer, in consultation with the Town Clerk, allow study time in support of the candidates on the proviso such study time does not compromise the delivery of the term-time youth provision.

241. COMMUNICATIONS ARISING FROM THIS MEETING

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

242. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on Thursday, 14 November 2024 at 7.00pm.

243. 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) 11, 12 & 13 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

244. APPOINTMENT OF FINANCE OFFICER

Members considered the information provided by the interview panel and meetings with potential appointees and authorised the Town Clerk to make an offer (conditional on acceptable references) at NJC SCP 39 within the LC3 substantive benchmark range. The Town Clerk to inform of the outcome of the offer.

245. YOUTH SERVICE REVIEW REPORT

Members received a briefing from the Chair on the Youth Service Review Report from Kapasun Training & Development and recommendations contained therein.

Members resolved to agree to implement the recommendation to amend the youth service management arrangements by separating the role of Service Manager and Development Officer into two positions. Members noted that the in-year cost is contained within the existing salary budget provision. Members also agreed that prior to any restructuring or recruitment being undertaken a recommendation will be taken to P&M for approval of an 1.09% salary budget uplift for 2025/26 to cover the on-going costs of the restructure.

Subject to the budget approval from Policy & Management, in consultation with the committee Chair, the Town Clerk is to make appropriate arrangements for the implementation of the recommendation.

Members agreed to bring this item back to the next committee meeting.

246. STAFFING MATTERS

Members received an update from the Chair and Town Clerk on other confidential staffing matters.