

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 13 FEBRUARY 2025**

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

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

481. MINUTES

The Minutes of the Meeting held on 14 November 2024 were signed by the Chair as a correct record.

482. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Cllr Crowe substituted for Cllr S Downey.

483. 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.

484. WORK PROGRAMME

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

485. UPDATE ON SHE ADVISORY GROUP REVIEW OF HSE POLICY & STATEMENT

Members received an update on the SHE Advisory Group's review of the Council's HSE Policy & Statement and considered a draft of a revised Safety Policy Statement and Health & Safety Policy (attached to the record minutes). Members agreed to bring the draft back for consideration by this committee on 17 April.

486. WORKER PROTECTION (AMENDMENT OF EQUALITY ACT 2010) ACT 2023

Having previously noted that the introduction of the Workers' Protection (Amendment of Equality Act 2010) Act 2023, required employers to take reasonable steps to prevent sexual harassment of their workers, including by third parties, Members considered work undertaken by the Council to meet its obligations.

Members noted the council-wide risk assessment relating to sexual harassment within the workplace (attached to record minutes). In doing so, Members wished their thanks to the Operations & Compliance Officer be recorded for the inclusive way in which he set about identifying risk and mitigating factors, and engaging staff in a peer review of the risk assessment.

The peer review identified concerns relating to the reporting chain and the need to review the reporting chain identified within the Dignity at Work Policy when/if changes occur to the

leadership positions within the Council to ensure gender options within the reporting chain for staffing issues.

Members noted that the work to ensure contractors are aware of their obligations to the Council to prevent sexual harassment is continuing and will be reported to the next meeting of the committee.

Members noted that suitable training for updating Line-Managers in their preventative duties is still to be identified and will be reported at the next meeting. Likewise, the review of contractor controls will also be reported at the next meeting.

487. STAFF TRAINING

Members received an update on recent staff training activities and noted the importance of suitably qualified and experienced workforce.

488. SERVICE AREA SITE VISITS

Members reaffirmed dates for Service Area visits:

Grounds & Maintenance Department	Friday, 14 February 2025	08.30
Youth Services	Friday, 21 March 2025	13.00
Museum Service	TBC	
Executive & Support Services	Friday, 25 April 2025	09.15

489. COMMUNICATIONS ARISING FROM THIS MEETING

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

490. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on Thursday, 17 April 2025 at 7.00pm.

491. 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) 12-17 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

492. MATERNITY COVER

Members received an update on arrangements for the provision of Maternity Cover, noting that an offer has been made.

493. YOUTH SERVICE MANAGER – RECRUITMENT

Members received an update on the recruitment to the new Youth Service Manager position, noting that an offer has been made

494. MAINTENANCE ASSISTANT – RECRUITMENT

Members receive an update on the recruitment to the vacant Maintenance Assistant position and noted that recruitment is challenging and ongoing.

495. FINANCE OFFICER ONBOARDING & LOCUM SUPPORT REQUIREMENTS

Members received an update on the onboarding of the Finance Officer, the proposed timescale for transfer of S151 Officer responsibilities and future locum finance officer support and agreed that the Town Clerk and Chair of Staffing would hold the first formal review on 4 March and that the Locum would assist with current end of year accounts and AGAR.

496. YOUTH SERVICE ADMINISTRATOR GRADE

Members receive a report from the committee chair relating to the grade level for the youth service administrator position and agreed to regrade the position to SCP 9 effective from 1 April 2025 and noted that this is contained within the salary position for cost centre 201.

497. STAFF LEAVE

Members received an updated from the Chair on the expected outstanding staff leave for current leave year 2024/25 which ends 31 March 2025. Members considered the reasons for outstanding leave and agreed recommendations to be put to the Policy & Management Committee.