

## **GODALMING TOWN COUNCIL**

Tel: 01483 525575  
E-Mail: [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)  
Website: [www.godalming-tc.gov.uk](http://www.godalming-tc.gov.uk)

107-109 High Street  
Godalming  
Surrey  
GU7 1AQ

30 May 2025

I HEREBY SUMMON YOU to attend the **POLICY & MANAGEMENT COMMITTEE** Meeting to be held in the Council Chamber, Waverley Borough Council, The Burys, Godalming on THURSDAY, 5 JUNE 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

*Andy Jeffery*

Andy Jeffery  
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 525575 or email [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk)

Committee Members:	Councillor Follows – Chair Councillor Weightman – Vice Chair
Councillor Adam	Councillor Holliday
Councillor Clayton	Councillor Kiehl
Councillor Crowe	Councillor Martin
Councillor C Downey	Councillor PMA Rivers
Councillor S Downey	Councillor PS Rivers
Councillor Duce	Councillor Steel
Councillor Heagin	Councillor Thomson
	Councillor Williams

### **A G E N D A**

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 22 May 2025, 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. **PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- the period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the chair of the meeting;

- a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. If a matter raised is one for Principal Councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

6. LOCAL GOVERNMENT REORGANISATION – UPDATE

Members to receive a report on the Local Government Reorganisation in Surrey from the Committee Chair and an update from the Chair of the Council's LGR Task & Finish Group on the work of that group.

7. FIRE RISK ASSESSMENT COMPLIANCE – ITEM FOR DECISION

**Recommendation: Members of the Policy & Management Committee are requested to consider the information below and resolve to:**

- Approve the commissioning of Fire Risk Assessments for the properties listed below at a total cost of £3,886.00.**
- Note that the cost exceeds the previously authorised budget and agree to fund the difference from available budget underspends or earmarked reserves if necessary.**
- Confirm that this action supports the Council's commitment to robust health and safety management and compliance with current legislation.**

Further to Min No 621-24 regarding Fire Risk Assessment (FRA) compliance, this item seeks Committee approval to proceed with FRA surveys of various Council properties at a total cost exceeding the previously authorised budget. The surveys are necessary to ensure continued legal compliance and good governance and are scheduled to take place in the week commencing 22 July 2025.

**Background:**

At the meeting held on 24 April Members agreed to:

- maintain the current FRA cycle (1–2 years, site-dependent);
- introduce a £3,000 annual budget for external FRA reviews from 2025/26; and
- support officer CPD in fire safety management.

In line with that resolution, quotations have been obtained to carry out FRA surveys on the following Council properties:

- GTC Offices and Museum Building
- Wilfrid Noyce Centre
- Broadwater Youth & Community Centre
- Eashing Cemetery Workshops
- Ockford & Aarons Hill Hub
- The Pepperpot
- Crown Court Public Toilets
- Farncombe Public Toilets

The total quoted cost for these surveys is £3,886.00, exceeding the £3,000 indicative budget previously discussed.

8. **MOTION ON NOTICE – ITEM FOR DECISION**

Proposer: Councillor Penny Rivers. Seconded: Councillor Paul Follows

**Recommendation: Members to consider the Motion and, if minded, are requested to resolve to approve the implementation of the motion.**

**The Motion:**

Having noted:

- The recent communications from Surrey County Council indicating a complete reversal of policy and position on speed limits and specifically 20mph areas (Appendix 1, 3)
- The recent consultation from Surrey County Council that has re-opened the issue for discussion. (Appendix 2)
- The long-standing support of the communities of Godalming as well as the Surrey County Councillors for Godalming North and Godalming South, Milford and Witley and Waverley Borough Council for 20mph schemes.

**Godalming Town Council:**

- a. Requests that the Town Clerk compiles all requests for 20mph areas within Godalming, Farncombe and Binscombe that have been submitted by this council from May 2019 (including requests to consider pedestrianisation of Godalming High Street, 20mph area zones in Farncombe, Ockford Ridge and numerous school adjacent roads) and resubmit them to Surrey County Council for reconsideration.
- b. Empowers the Town Clerk to respond to the formal consultation from Surrey County Council on behalf of the Town Council.
- c. Requests that the Town Clerk invites the cabinet member for Highways and his team to a meeting of this council to discuss our requests before October 2025.

END OF MOTION

**Appendix 1: SCC New Policy Position**

<https://www.surreycc.gov.uk/roads-and-transport/road-safety/safer-vehicle-speeds/setting-local-speed-limits-policy#section-1>

**Appendix 2: SCC Rural Roads Consultation**

<https://www.surreysays.co.uk/environment-and-infrastructure/rural-roads-guildford-and-waverley-speed-limits/>

**Appendix 3: Statement from Cabinet Member for Highways**

<https://www.surreycc.gov.uk/roads-and-transport/road-safety/strategy-2024-to-2035#:~:text=We%20will%20set%20appropriate%20speed,by%20the%20end%20of%202028.>

9. **POLICY DOCUMENT REVIEW**

Members are requested to review the policy documents listed below and if agreed, to resolve to recommend adoption by Full Council.

[Code of Conduct – Members](#)

All councils are required to have a local Councillor Code of Conduct. Godalming Town Council has adopted the Local Government Association (LGA) Model Councillor Code of Conduct without amendment. There have been no amendments to the LGA Model Councillor Code of Conduct since the last review. As such, it is recommended that Members resolve to approve the unamended LGA Model Councillor Code of Conduct remains extant.

10. CITIZENS ADVICE – ITEM TO NOTE

Members to note the report from Citizens Advice (attached for the information of Members) showing the statistics for financial year 23-24, and 24-25, for clients living in the five Godalming wards, as well as the additional 3 areas.

11. UPCOMING EVENTS

Members to note the following upcoming event(s):

<b>Date</b>	<b>Event</b>
Saturday, 7 June	Godalming Town Show & High Street Parade
Saturday 14 June	ChoirBLAST
Saturday 14 June	Farncombe Market
Sunday, 6 July	Godalming Food Festival & Classic Car Show

12. TOWN COUNCIL REPRESENTATION ON EXTERNAL BODIES

Members to provide an update on the external body to which they are a Town Council representative if an update is available.

13. COMMUNICATIONS ARISING FROM THIS MEETING

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

14. DATE OF NEXT MEETING

The next meeting of the Policy & Management Committee is scheduled to be held in the Council Chamber on Thursday, 17 July 2025 at 7.00pm or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

15. 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) 16 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

16. STAFFING MATTERS

**Recommendation: Members of the Policy & Management Committee are requested to resolve to approve an uplift in the budget for cost centre 101 in support of the recruitment of a Deputy Chief Officer and Finance Manager**

Members to receive an update and report on Staffing Matters from the Chair of the Staffing Committee relating to the recruitment of a Deputy Chief Officer and Finance Manager (supporting papers attached for the information of Members).

# Godalming Town Council Report financial year 24-25

Please see below the statistics for financial year 23-24, and 24-25, for clients living in the five Godalming wards, as well as the additional 3 areas. We have historically provided the number of cases, but numbers of activities better reflect the complexity of the issues that we are dealing with. As this is an end of year report, we have also included a case study and some further narrative.

## Clients engaged by Citizens Advice South West Surrey

	Clients			Activities			Cases			Issues		
Ward	Q4	23/ 24	24/ 25	Q4	23/ 24	24/ 25	Q4	23/ 24	24/ 25	Q4	23/ 24	24/ 25
Godalming Binscombe and Charterhouse	86	224	232	297	1073	954	n/a	284	n/a	233	844	784
Godalming Central and Ockford	69	182	174	259	1177	847	n/a	251	n/a	200	762	593
Godalming Farncombe and Catteshall	56	181	172	219	1000	756	n/a	248	n/a	179	695	641
Godalming Holloway	25	91	65	92	375	249	n/a	108	n/a	82	272	211
Group 1 Total	236	678	643	867	3625	2806	n/a	891	n/a	694	2573	2229
Milford + Witley	76	227	188	313	1072	971	n/a	284	n/a	222	835	695
Bramley + Wonersh	55	168	132	189	869	575	n/a	216	n/a	124	632	468

Elstead + Peperharow	15	65	44	37	257	304	n/a	83	n/a	36	239	180
<b>Group 2 Total</b>	<b>146</b>	<b>460</b>	<b>364</b>	<b>539</b>	<b>2198</b>	<b>1850</b>	n/a	<b>583</b>	n/a	<b>382</b>	<b>1706</b>	<b>1343</b>
<b>Grand Total</b>	<b>382</b>	<b>1138</b>	<b>1007</b>	<b>1406</b>	<b>5823</b>	<b>4656</b>	n/a	<b>1474</b>	n/a	<b>1076</b>	<b>4279</b>	<b>3572</b>

### Clients engaged by the Citizens Advice Network as a whole

I include this information as since November 2024 we have joined other Local Citizens Advice in Surrey to form a group to answer client telephone queries. This means a more efficient, resilient phone service for our clients but does mean that some of our local clients will be helped elsewhere (and we in turn will help clients from the broader Surrey area)

	Clients			Activities			Cases			Issues		
Ward	Q4	23/ 24	24/ 25	Q4	23/ 24	24/ 25	Q4	23/ 24	24/ 25	Q4	23/ 24	24/ 25
Godalming Binscombe and Charterhouse	105	249	282	397	1210	1239	n/a	325	n/a	311	1026	1100
Godalming Central and Ockford	79	207	211	308	1335	992	n/a	292	n/a	284	994	845
Godalming Farncombe and Catteshall	69	215	206	281	1161	953	n/a	300	n/a	243	941	883
Godalming Holloway	31	111	85	110	450	306	n/a	137	n/a	111	370	284
<b>Group 1 Total</b>	<b>284</b>	<b>782</b>	<b>784</b>	<b>1096</b>	<b>4156</b>	<b>3490</b>	n/a	<b>1057</b>	n/a	<b>949</b>	<b>3331</b>	<b>3112</b>
Milford + Witley	97	253	257	370	1196	1172	n/a	325	n/a	308	1029	1018
Bramley + Wonersh	79	210	196	245	1080	771	n/a	277	n/a	201	874	845

Elstead + Peperharow	27	77	71	63	330	406	n/a	98	n/a	96	288	313
<b>Group 2 Total</b>	<b>203</b>	<b>540</b>	<b>524</b>	<b>678</b>	<b>2606</b>	<b>2349</b>	n/a	<b>700</b>	n/a	<b>605</b>	<b>2164</b>	<b>2176</b>
<b>Grand Total</b>	<b>487</b>	<b>1322</b>	<b>1308</b>	<b>1774</b>	<b>6762</b>	<b>5839</b>	n/a	<b>1757</b>	n/a	<b>1554</b>	<b>5495</b>	<b>5288</b>

## Commentary

As you will see there has been broadly similar number of Godalming Town Council residents helped in 24/25 compared with 2023/24.

We've helped more residents over the phone through our Adviceline this year, due to the success of the Surrey Adviceline group, which has helped us increase our calls answered rate. The % of our clients supported in person has slightly reduced, and support by email has slightly increased.

The financial outcomes achieved for Godalming residents has increased from £730, 821 to £924, 872.

We've had slightly few clients come to us who has a disability or long-term health condition.

We've supported more clients with Universal Credit issues. This is to be expected as residents started to get their UC migration letters earlier this year and have come to us for help to switch from their legacy benefits to UC. We've had fewer clients come to us with housing issues and utility issues, but there are no other notable changes.

## Case Study

Mike is a vulnerable client with no access to a telephone or email, and several health conditions. He came to us because he had no gas or electricity supply. We supported him to contact British Gas and liaised with them establishing that his meter was faulty.

We helped arrange for Mike's meter to be fixed and for the credit on his account to be transferred to his new meter.

This happened twice, and the second time the meter was fixed, a smart meter was installed, which Mike did not want - he struggled to understand the smart meter as he was used to the prepay meter he had had before. We went through the options with Mike, including the pros and cons of the different types of meters, and made sure he was making an informed decision based on what was right for him.

We continued to liaise with British Gas and the client over several weeks, explaining that Mike was vulnerable, with multiple disabilities and that he needed the meter changed. We escalated the issue and managed to get the client priority appointments to get things fixed and a prepayment meter put in place.

We continued to support Mike on several further occasions when his gas and electricity supply was cut off while the issue was being resolved.

We managed to arrange for Mike's meter to be changed, his credit to be showing correctly, and supported him to understand how to manage his meter going forwards.



## 16. FINANCE REPORT – STAFFING STRUCTURE CHANGE

**Date:** 29 May 2025

**Subject:** Financial Impact of Staffing Structure Change

### 1. Background

Following the decision of the Council to invest in a Deputy Chief Officer and changes in the finance operations, the council is considering restructuring its staffing that would introduce the following positions:

- **Deputy Chief Officer**
- **Finance Manager**

At this point, whilst the scale for the Deputy Chief Officer has been set, it is envisioned that a degree of flexibility may be required in setting the scale for that Finance Manager's position. As such, two pay scale options are considered in this report for the Finance Manager:

- **Option 1:** SCP 26 – Total cost including on-costs: **£37,060.28/year**
- **Option 2:** SCP 27 – Total cost including on-costs: **£38,013.80/year**

### 2. Key Assumptions

- **2025/26 Pay Award:** 3.2% (applied and backdated to 1 April 2025 – based on Employer's full and final offer advisory note)
- **Original Role Cost:** £65,957 (full-year including on-costs)
- **Locum cover:** £67.80/hour × 20 hrs/week × 16 weeks = **£21,696** – contracted costs
- **Deputy Chief Officer:** £70,190/year (including on-costs)
- **Timeline:**
  - 1 Apr–5 Jun: Original Officer in post (2 months)
  - 2–8 Jun: Vacancy (no cost)
  - 9 Jun–30 Sep: Locum cover
  - From 1 Oct: New roles appointed

### 3. Cost Projections for 2025/26

#### Option 1: Finance Manager at SCP 26

Component	Calculation	Cost
Original Officer (2 months)	$(2/12) \times £65,957$	£10,992.00
Locum Cover (16 weeks)	$20 \text{ hrs/week} \times £67.80 \times 16 \text{ weeks}$	£21,696.00
Finance Manager (6 months)	$(6/12) \times £37,060.28$	£18,530.14
Deputy Chief Officer (6 months)	$(6/12) \times £70,190$	£35,095.00
<b>Total 2025/26</b>		<b>£86,313.14</b>

**Net Increase 2025/26 over Original Cost:** £86,313.14 – £65,957 = **£20,356**

#### Option 2: Finance Manager at SCP 27

Component	Calculation	Cost
Original Officer (2 months)	$(2/12) \times £65,957$	£10,992.00
Locum Cover (16 weeks)	$20 \text{ hrs/week} \times £67.80 \times 16 \text{ weeks}$	£21,696.00
Finance Manager (6 months)	$(6/12) \times £38,013.80$	£19,006.90
Deputy Chief Officer (6 months)	$(6/12) \times £70,190$	£35,095.00
<b>Total 2025/26</b>		<b>£86,789.90</b>

**Net Increase 2025/26 over Original Cost:** £86,789.90 – £65,957 = **£20,833**

#### 4. Full-Year Projection for 2026/27

Role	Option 1 (SCP 26)	Option 2 (SCP 27)
Finance Manager	£37,060.28	£38,013.80
Deputy Chief Officer	£70,190.00	£70,190.00
<b>Total Cost</b>	<b>£107,250.28</b>	<b>£108,203.80</b>
Original Officer Cost	£65,957.00	£65,957.00
<b>Net Increase</b>	<b>£41,293.28</b>	<b>£42,246.80</b>

*Note: These projections assume no further pay award or CPI-linked increase for 2026/27.*

#### 5. Summary Table

Year	Scenario	Option 1 (SCP 26)	Option 2 (SCP 27)
2025/26	Original Role (no change)	£65,957.00	£65,957.00
2025/26	Revised structure (phased)	£86,313.14	£86,789.90
2025/26	Increase	+£20,356.00	+£20,833.00
2026/27	Full-year new structure	£107,250.28	£108,203.80
2026/27	Increase	+£41,293.28	+£42,246.80

#### 6. Recommendations

Both options reflect a significant investment in internal financial management capacity and succession resilience. The **SCP 26 option** provides slightly lower ongoing costs while delivering the same strategic benefits.

However, should a more experienced candidate require SCP 27 to secure appointment, the **difference of £953.52 annually** (or £477.76 for 6 months in 2025/26) is modest and arguably justifiable.

**It is recommended** that the Council consider approving both options, with SCP 27 offered as a ceiling for negotiation if required to secure the preferred candidate.



## **JOB DESCRIPTION**

<b>Job Title:</b>	Finance Manager
<b>Location:</b>	Council Offices, 107-109 High Street, Godalming, Surrey, GU7 1AQ
<b>Contract Type:</b>	Permanent
<b>Reports To:</b>	Responsible Finance Officer (RFO)
<b>Responsible For:</b>	Finance Assistant
<b>Hours of Work:</b>	28 hours per week (flexible office hours)
<b>NJC Scale:</b>	LC2 24-28 £34,314 - £37,938 FTE (£25,967 – £28,710 pro rata)
<b>Salary Start Point:</b>	<b>SCP 26:</b> AAT Level 3 and relevant experience. £36,124 (£27,337 pro rata) <b>SCP 27:</b> For candidates with AAT Level 4 or equivalent, and/or public-sector background, and demonstrable policy/reporting capability. £37,035 (£28,026 pro rata)

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### **1. Purpose of the Role**

To ensure the effective and compliant delivery of the Council's financial operations, with responsibility for designated budget areas, the development of internal controls, and direct supervision of finance personnel. The postholder supports the RFO in maintaining sound financial management and contributes to strategic financial planning and policy development.

### **2. Principal Responsibilities**

#### ***2.1 Financial Operations and Accountability***

Manage and monitor designated cost centres and budget areas in consultation with service leads.

Process and oversee all financial transactions, including purchase and sales ledgers, journals, payments, and receipts.

Prepare VAT returns, assist with the production of year-end financial statements, and maintain compliance with audit requirements.

Lead the reconciliation of bank accounts, balance sheets, and key control accounts.

Oversee payroll preparation and pension contributions, ensuring timely and accurate submissions.

#### ***2.2 Financial Reporting and Policy Development***

Provide detailed monthly budget monitoring reports for the RFO, Council Committees, and service managers.

Contribute to the preparation of medium-term financial plans, forecasts, and budget setting papers.

Draft financial summaries, policy recommendations, and options appraisals to support Council decision-making.

Maintain and enhance financial procedures and ensure alignment with national regulations and council policy.

### *2.3 Strategic and Project Input*

Support financial input into council projects and service initiatives, including funding applications, cost monitoring, and reporting.

Support procurement processes and provide financial scrutiny of tenders and contract performance.

Identify opportunities for system improvements, leading the implementation of enhancements to financial software and reporting tools.

### *2.4 People Management and Leadership*

Line-manage the Finance Assistant and any temporary finance support staff, including appraisals, performance reviews, and professional development planning.

Allocate and monitor workloads, ensuring high standards of service delivery and resilience across the finance function.

Act as a mentor to junior finance staff and support succession planning within the team.

Deputise for the RFO as required in operational matters.

### *2.5 Support Functions and Customer Service*

Respond to complex finance-related queries from members, staff, suppliers, auditors and the public.

Provide professional financial advice to colleagues and councillors within the remit of the role.

Maintain accurate records in compliance with GDPR and the Council's data management procedures.

## **3. Health & Safety**

All staff are required to:

Take reasonable care for their own health and safety and for others affected by their actions.

Cooperate with the Council in all matters relating to health and safety.

## **4. Person Specification**

### *Qualifications and Training*

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
5 GCSEs including English and Maths	✓	
AAT Level 3 or above (or equivalent)	✓	
Commitment to continued professional development	✓	

### *Experience*

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Finance administration and reconciliations	✓	
Payroll and pensions administration	✓	
Supervisory or line management experience	✓	
Budget monitoring or cost centre control	✓	
Preparing reports for committees or senior management	✓	
Local authority or public sector finance experience		✓

### *Skills and Abilities*

Excel and financial software proficiency (RBS Omega, SAGE, or similar)  
Ability to interpret and present complex financial data clearly  
Good communication and advisory skills  
Excellent organisational and time management skills

### *Personal Attributes*

Integrity and discretion when handling confidential information  
Professional and adaptable approach  
Self-motivated and proactive  
Committed to excellence in public service

## **5. Additional Information**

Occasional evening meeting attendance may be required (time off in lieu will apply).  
Travel within the local area may be occasionally required and reimbursed at HMRC rates.  
This job description may be reviewed and updated to reflect operational or policy changes.



Supporting Our Community

**DEPUTY CHIEF OFFICER  
INFORMATION PACK  
JUNE 2025**

# Welcome

Thank you for your interest in the position of Deputy Chief Officer with Godalming Town Council. Please see below a brief introduction to the Town Council.

Godalming Town Council consists of 18 councillors representing 5 electoral wards, is one of the largest town councils in the Waverley Borough and the County of Surrey and is in the upper quartile of local councils national, with a current precept of £1,236,391. It is a member of the National Associated of Local Councils (NALC) network for super councils.

Although Surrey and its Districts and Boroughs are subject to Local Government Reorganisation and 2026 will see elections to a new Unitary Authority, followed by the dissolution of both Surrey and Waverley Councils in 2027, Godalming Town Council's existence is unaffected by this process.

At present, Godalming Town Council (GTC) is responsible for delivering a range of quality-of-life services and community activities that include its town centre venue the Wilfrid Noyce Centre, Broadwater Youth & Community Centre and the town's iconic Peppercot and the Ockford & Aarons Hill Hub. The Town Council also funds the Godalming Youth Service, Godalming Museum, public toilets in Godalming and Farncombe, two cemeteries, sixteen acres of allotment sites, Floral Godalming flower displays, Christmas Lights in Farncombe and Godalming retail centres and a range of festivals and markets held in the town.

The Council also runs the Staycation holiday programme, the town's annual Remembrance Parade and assists in the management of the markets held both in Godalming and Farncombe. The Town Council supports several events run by community organisations such as Sport Godalming's Community Run and the Round Table's Town Show, all of which help make Godalming such a vibrant community.

Across its service area the Council has 25 employees.

## The Job

## JOB DESCRIPTION

**Job Title:** Deputy Chief Officer (HR, Environment & Planning)

**Short Job Title:** Deputy Chief Officer

**Location:** Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ

**Reports To:** Chief Executive Officer

**Responsible for:** Support Services Executive, Communications and Community Officer

**Salary:** Starting salary: £51,802 (2025 pay award pending) SCP (42-45)

**Hours of Work:** 37 hours

Core office hours : Monday – Thursday 9.00am – 5.00pm  
Friday 9.00am – 4.30pm

(Some flexibility in hours is required and negotiable)

**Benefits:** Local Government Pension Scheme, Initial holiday entitlement of 23 days plus bank holidays and 2 additional statutory days, increasing to 26 days after 5 years of continuous Local Government service. Access to Employees Assistant Package.

## **1. Principal Purpose of the Role**

The Deputy Chief Officer is the Council's senior support officer, deputising for the Chief Executive Officer in their absence, and holds specific delegated authority for Human Resources and the Environment & Planning Committee. The postholder ensures operational continuity, policy compliance, and strategic progress across these core functions. The role is pivotal in delivering the Council's ambitions on sustainability, community-led planning, and organisational excellence.

## **2. Key Responsibilities**

### **2.1 Lead Officer – Environment & Planning Committee**

- Act as the designated Lead Officer for the Environment & Planning Committee as defined by Standing Orders.
- Prepare agendas, reports and officer recommendations, ensuring compliance with local and national planning regulations and environmental guidance.
- Liaise with statutory bodies (e.g. Waverley Borough Council, Surrey County Council) and stakeholders on planning applications, infrastructure, biodiversity, climate action, and local development frameworks.
- Monitor planning applications and strategic development proposals, advising members accordingly.
- Support the implementation of GTC's Climate Action Plan and relevant community-led environmental projects.
- Ensure committee recommendations are actioned effectively and transparently.

### **2.2 Human Resources & Staffing**

- Lead on recruitment, employee relations, appraisals, policy development and training needs assessment.
- Maintain compliance with employment legislation and best practice, in liaison with external HR advisers.
- Ensure a safe, inclusive and positive working environment.
- Deliver workforce planning and support organisational change in line with Council priorities.

### **2.3 Line Management**

- Provide direction and supervision to direct reports: Support Services Executive and Communications & Community Officer.
- Conduct regular one-to-ones, appraisals and performance reviews.
- Oversee service delivery, workload balancing and team effectiveness.

### **2.4 Governance & Operational Compliance**

- Deputise for the CEO as necessary at meetings, including Full Council and committees.
- Ensure compliance with Standing Orders, Financial Regulations, GDPR, FOI, and Health & Safety.
- Prepare agendas, reports, and minutes as required.
- Assist in audit preparation, procurement processes, and policy reviews.

### **2.5 Communications & Community Engagement**

- Supervise the implementation of the Council's Communication Strategy.
- Oversee website, social media, newsletters, and press releases to ensure high-quality public engagement.
- Assist with consultations and surveys to inform Council priorities.



## 2.6 Strategic & Project Delivery

- Lead on internal improvement projects and community partnerships aligned with corporate objectives.
- Support budget monitoring for HR, planning and communications cost centres.

**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

Criteria	Essential	Desirable
<b>Qualifications</b>	Certificate in Local Council Administration (CiLCA) or achieved within 12 months of start of employment)	Planning or project management qualification
<b>Experience</b>	HR and staff management experience in a public or third sector context	Previous role in local government, particularly in a clerking or deputy role
	Direct experience preparing committee reports and attending public meetings	Experience supporting or advising a Planning Committee
	Proven experience developing HR policies and procedures	Experience engaging with environmental projects or planning systems
<b>Knowledge</b>	Good understanding of employment law and HR best practice	Knowledge of UK planning law and sustainability frameworks
	Familiarity with local government legal frameworks and committee procedures	Understanding of community-led planning, neighbourhood plans and climate change policy
<b>Skills &amp; Abilities</b>	Excellent written and verbal communication	Conflict resolution and negotiation
	Highly organised, with the ability to prioritise and manage competing tasks	Public speaking and presenting reports at meetings
	Proficient in Microsoft Office, digital platforms, and document management	Experience with planning software or council IT systems
	Numerate with the ability to assess the reliability of financial information	Experience of setting and managing budgets
<b>Personal Attributes</b>	Trustworthy, diplomatic, and resilient	Commitment to public service and environmental values
	Ability to maintain confidentiality and discretion	
	Ability to work under pressure and manage competing priorities	

### Additional Requirements

- Evening meetings and occasional weekend events required.
- Travel within Godalming and surrounding areas expected.
- Commitment to continuing professional development.

## How to apply:

To apply for this position, please complete the written application form available at <https://godalming-tc.gov.uk/job-vacancies/>. If you require a word version, please email [office@godalming-tc.gov.uk](mailto:office@godalming-tc.gov.uk) **Please note that CVs alone will not be accepted, applicants must complete and return an application form to apply.**

When completed, please send it via e-mail to [townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk). You will receive an acknowledgement that your application has been received. Alternatively you can post your application to Chief Executive Officer, Godalming Town Council, 107-109 High Street, Godalming. GU7 1AQ

## Application deadline

All initial applications should be submitted by **25 July 2025 at 9am**.

Interviews are planned for week commencing **11 August 2025** (please let us know whether there are any dates you will not be available – where possible we will endeavour to make alternative arrangements)

## Informal discussions or questions about the role

If you would like an informal discussion about this role, you are welcome to contact Andy Jeffery. Andy can be contacted via email: [townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk), or via phone (01483 523575).

## Application for the post of Deputy Chief Officer

### 1. PERSONAL DETAILS

Surname		First Names	
Preferred Title (eg Mr./Mrs/Ms/other)			
Home Address			
Telephone No. (Home)		Telephone No. (Mobile)	
Personal email address:	(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)		
It is unlawful for us to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, we will ask you for evidence to satisfy Godalming Town Council that you have the right to live and appropriate right to work in the UK.			
Do you require a work permit to work in the UK?		YES / NO  (Delete as appropriate)	

## 2. REFERENCES

Two references are required and neither should be from someone related to you. References will only be taken up once an offer has been accepted by the successful candidate.

Current or most recent employer	Other Reference
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Email address:	Email address:
Phone No:	Phone No:
How long have you known this person?	How long have you known this person and in what capacity?

Current or Most Recent Employer		
Name of Employer:		
Address of Employer:		
Your Current Job Title:		
Date Employed:	From:	To:
Period of Notice Required:		

### 3. PREVIOUS EMPLOYMENT

Start with your current job and work back. Continue on a separate sheet if necessary.

From	To	Employer Name & Address	Job Title	Reason for leaving

### 4. HEALTH

#### The Equality Act 2010

We welcome applications from people with disabilities. If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

Do you require any reasonable adjustments for the interview and selection process?

YES      NO      (please circle or delete as appropriate)

If **YES**, please give details for any requirements i.e. level access required

## 5. CRIMINAL CONVICTIONS

<b>Rehabilitation of Offenders Act 1974</b>
Godalming Town Councils Recruitment of Ex-Offenders Policy is <a href="#">published on its website</a> , hard copies can be requested by emailing <a href="mailto:townclerk@godalming-tc.gov.uk">townclerk@godalming-tc.gov.uk</a> or writing to the address shown at the end of this form.
Have you any unspent criminal convictions as defined by the Rehabilitation of Offenders Act 1974?
YES      NO      (please circle or delete as appropriate)
If <b>YES</b> The Interview Panel may ask questions about your “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position at Godalming Town Council.
You may if you wish give details about any unspent conviction below:

## 6. ADDITIONAL INFORMATION

<b>Driving Licence:</b>
Do you hold a current driving licence? Yes/No If YES, please state the type of licence and categories you hold:

## 7. EDUCATION AND TRAINING

Please start with the most recent and work backwards. Continue on a separate sheet if necessary.

From	To	School, College, University etc	Courses studied and qualifications obtained

## 8. PROFESSIONAL OR JOB QUALIFICATIONS (Evidence will be required)

Qualifications or membership of professional or technical bodies  
(please indicate whether by examination or election)

Other training relevant to application.

## 9. EXPERIENCE, ABILITIES AND RESPONSIBILITIES

You are invited to show how you match the criteria set out in the job description and personal specification, by referring to your past or present employment or non-work experience in support of your application. **The information provided in this section is likely to be very important in deciding the short list of candidates to be interviewed** - non completion will usually result in you not being called for interview. If you require more space, attach a sheet to this form.

## DECLARATION

I confirm to the best of my knowledge and belief that the information I have given on this form is true and correct. I understand that the deliberate provision of any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or if I am appointed, may result in immediate dismissal without notice. I also acknowledge that canvassing of elected members of Godalming Town Council, directly or indirectly, in connection with this job will disqualify me.

Print Name

Signed \_\_\_\_\_ Date

## DATA PROTECTION

The Data Protection Act 2018 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

To view our privacy policy and for further information on how the Council manages data please visit the [Godalming Town Council website](#).

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed \_\_\_\_\_ Date

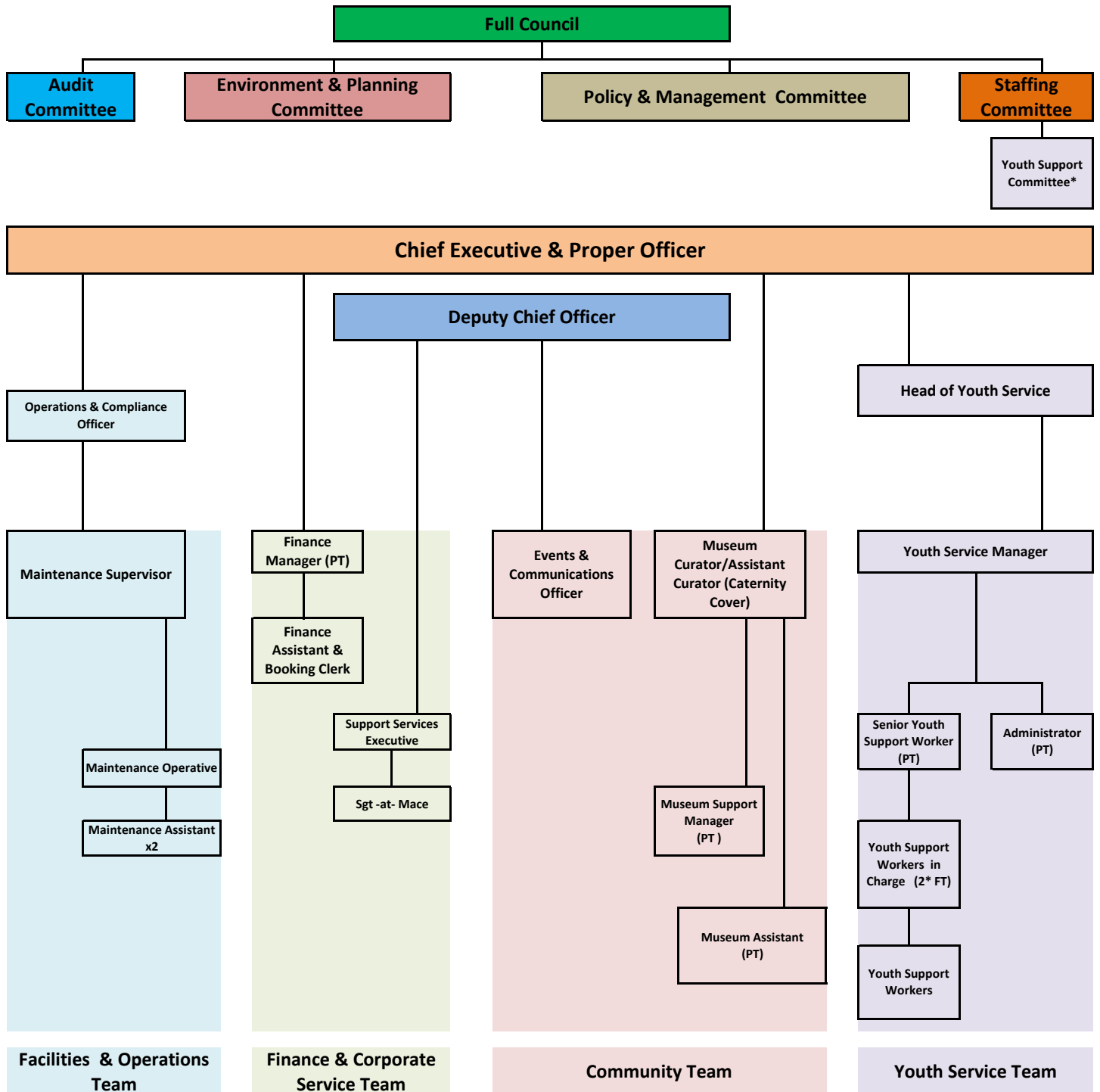
*Godalming Town Council is an equal opportunities employer whose policy ensures that no job applicant or employee receives less favourable treatment (unless it is an absolute occupational disqualification) or is disadvantaged by conditions or requirement which cannot be seen to be justifiable.*

Return completed application form to Andy Jeffery, by e-mail to [townclerk@godalming-tc.gov.uk](mailto:townclerk@godalming-tc.gov.uk), or deliver to:

Andy Jeffery, 107-109 High Street, Godalming, Surrey, GU7 1AQ



## Godalming Town Council - Organisational Chart



\* An Advisory Committee of the Staffing Committee

## 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 (Non-Pecuniary Interests)	Reason

**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.