

Tel: 01483 523575
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

29 August 2025

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in The Pepperpot, High Street, Godalming on THURSDAY, 4 SEPTEMBER 2025 at 7.00pm or at the conclusion of the preceding Full Council meeting, whichever is later.

Andy Jeffery

Andy Jeffery
Chief Executive Officer

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 Duce
Councillor Heagin – Chair
Councillor Holliday
Councillor Weightman
Councillor Follows (ex officio)

A G E N D A

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 10 July 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. **WORK PROGRAMME**

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

5. **REVIEW OF POLICY DOCUMENTS**

Recommendation: Members to review the proposed Draft Recruitment of Ex-Offenders document to determine whether they wish to recommend its adoption by Full Council to replace the two separate documents listed below.

[Recruitment of Ex-Offenders Policy](#)
[Recruitment of Ex-Offenders Policy Statement](#)

Officers request Members consider the attached draft document which merges the Recruitment of Ex-Offenders Policy Statement and the Policy into a single document, removing duplication and ensuring consistency while retaining all substantive elements.

Recommendation: Members to determine whether they wish to retain the Guide to Term Time Contracts as an active document or to archive the document until recruitment practices require it to be reviewed and re-adopted.

The current [Guide to Term Time Contracts](#) was adopted by Council in September 2021 at a time when GTC was in the process of employing staff for the youth service on a term time only basis. Due to changes in service needs, GTC currently has no staff employed on a term time contract, nor does the current scheme of staffing establishment identify any term time only positions. As such, considering that any future decision to establish a term time only position would need to be approved by this committee and it is likely that any existing guidance to term time contracts would have to be reviewed to ensure compliance with legislative requirement pertaining at that time, Members are asked whether they wish to retain this guidance or to archive the document until such time as Council determines an emerging requirement to employ staff on a term time only basis.

6. COMMUNICATIONS ARISING FROM THIS MEETING

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

7. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 13 November 2025 at 7.00pm or at the conclusion of the preceding Full Council meeting, whichever is later.

8. 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 9 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

9. STAFFING MATTERS

Members to receive an update from the Committee Chair on outstanding and arising staffing matters.

4. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS		COMMENT	
Staff Meeting	Maintenance, Youth Service Area visits complete. Support Services due 25 April			
Staffing Planning 2025-2028	Ongoing			
Review reporting chain within the Dignity at Work Policy when/if changes occur to the leadership positions within the Council	Ongoing		To ensure gender options within the reporting chain for staffing issues.	
POLICY REVIEWS <i>to be updated following review on this agenda</i>		PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Lone & Flexible Working Policy		SHE Committee	15 November 2018 /reviewed Sept 2021	Q2 2025
Recruitment of Ex-Offenders Policy		Cllr Downey	15 November 2018/ Reviewed September 2023	Q3 2025
Recruitment of Ex-Offenders Policy Statement		Cllr Downey	15 November 2018/ Reviewed September 2023	Q3 2025
A Guide to Term Time Contracts		Cllr Weighman	23 September 2021/ September 2023	Q4 2025
Leave Policy		Cllr Weightman/Cllr Holliday	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

POLICY REVIEWS <i>to be updated following review on this agenda</i>	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
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
Absence & Sick Pay Policy and Procedure		4 July 2019/ Reviewed September 2024	Q3 2027
DBS Data Handling Policy		15 November 2018/ Reviewed November 2024	Q4 2027
Appraisal Scheme		Adopted 14 November 2024	Q4 2027
Modern Day Slavery Statement		17 April 2025	Q2 2028

RECRUITMENT OF EX-OFFENDERS

1. Policy Statement

As an organisation assessing applicants' suitability for positions of trust, which may fall within the Rehabilitation of Offenders Act 1974 (Exceptions) Order, Godalming Town Council uses criminal record checks processed through the Disclosure & Barring Service (DBS). The Council complies fully with the DBS Code of Practice and the Home Office Revised Code of Practice for Disclosure and Barring Service Registered Persons (November 2015) pursuant to section 122(2) of the Police Act 1997.

Godalming Town Council undertakes to treat all applicants fairly and not to discriminate unfairly against any subject of a DBS application or criminal record check on the basis of a conviction or other information revealed.

2. Commitment to Fairness and Equality

The Council is committed to the fair treatment of its staff, potential staff, and service users, regardless of:

- race (including colour, nationality, and ethnic or national origins)
- gender identity
- religion or belief
- sexual orientation
- responsibilities for dependents
- age
- physical/mental disability
- physical characteristics
- offending background.

The Council actively promotes equality of opportunity for all with the right mix of talent, skills, and potential. It welcomes applications from a wide range of candidates, including those with criminal records. All candidates are selected for interview based on their skills, qualifications, and experience.

3. Disclosure and Barring Service (DBS)

- A DBS application is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
- Where a criminal record check is required, all application forms, job adverts, recruitment briefs, and discussions will clearly indicate that a DBS check will be requested in the event of an offer of employment.
- The Council can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about and that are not protected.
- Unless the nature of the position allows otherwise, only "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked about.

4. Handling of Information

- Applicants are encouraged to provide details of their criminal record at an early stage of the recruitment process.
- Information is only seen by those who need to see it as part of the recruitment process.
- An open and measured discussion will always take place regarding any offences or other matters relevant to the position. Failure to reveal information directly relevant to the position could lead to withdrawal of an offer of employment.
- The Council undertakes to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing any conditional offer of employment.

5. Training and Support

The Council will ensure that:

- appropriate professional support is provided for the recruitment process to assess the relevance and circumstances of offences; and
- those involved in recruitment receive guidance and training on the relevant legislation relating to the employment of ex-offenders, including the Rehabilitation of Offenders Act 1974.

6. DBS Code of Practice

Every subject of a DBS check will be made aware of the existence of the DBS Code of Practice, and a copy will be made available on request.

7. General Principle

Having a criminal record will not necessarily bar an individual from working with the Council. This will depend upon the nature of the position and the circumstances and background of the offences.

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.