

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

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

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

365. MINUTES

The Minutes of the Meeting held on 4 September 2025 were signed by the Chair as a correct record.

366. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Cllr C Downey attended as substitute.

367. 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.

368. WORK PROGRAMME

Members reviewed the Committee's Work Programme. It was agreed to amend the programme to incorporate a new workstream focused on reviewing GTC staffing policies to ensure alignment with the Employment Rights Bill as it is enacted.

369. ANNUAL LEAVE AND TIME OFF IN LIEU (TOIL)

Members noted the report on annual leave and TOIL levels. No further action was required.

370. REVIEW OF POLICY DOCUMENTS

Members considered the presented amendments to the Leave Policy and RESOLVED that:

- a. Further review of the Leave Policy is required to ensure full compliance with the Employment Rights Bill once enacted.
- b. The policy is to be updated to clearly distinguish between the leave entitlements and terms under the:
 - NJC (Green Book), and
 - JNC (Pink Book)

and these differences should be made prominent within the document.

- c. Any inconsistencies between the Particulars of Employment and the Council's Leave Policy must be identified and rectified.
- d. Following the update of the Leave Policy, a procedural guide is to be produced to assist line managers in handling leave and absence in a consistent and well-governed manner.
- e. Comparison tables identifying the differences between Green Book and Pink Book leave entitlements shall be incorporated into the revised policy.

Statement of Staff Management

Members reviewed the policy, which has been updated to reflect the change in title from Town Clerk to CEO and, where appropriate, to remove gender specific references and resolved to accept the amended document.

371. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters requiring external communication.

372. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 12 February 2026 at 7.00pm or at the conclusion of the preceding Full Council meeting, whichever is later.

373. 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) 10-12 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

374. POST MATERNITY LEAVE ARRANGEMENTS

Members considered the confidential report regarding post-maternity arrangements for a returning member of staff.

It was agreed that the CEO should explore options for job-share arrangements, with a further report to come back to the Committee.

375. MATERNITY LEAVE ARRANGEMENTS

Members received an oral report from the CEO regarding proposed maternity leave arrangements for a member of staff.

The Committee agreed the in-principle arrangements, enabling forward planning to take place.

376. OTHER STAFFING MATTERS

Members received a confidential report from the Chair regarding options for resolving staffing matters.

Following review, Members agreed the proposed course of action.