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I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Oglethorpe Room, Wilfrid Noyce Centre, Godalming on THURSDAY, 11 JUNE 2026 at 7.00pm or at the conclusion of the preceding Planning Committee, whichever is later.

Dated this 5th Day of June 2026

*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](mailto:office@godalming-tc.gov.uk)

Committee Members: Councillor Heagin - Chair  
Councillor Crowe  
Councillor C Downey  
Councillor Duce  
Councillor Weightman

## **AGENDA**

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 16 April 2026, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **ELECTION OF COMMITTEE VICE-CHAIR**

To receive nominations for the Vice-Chair of the Committee and to elect said Vice-Chair.

4. **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.

5. **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.

6. **QUESTIONS BY MEMBERS**

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

7. STAFFING COMMITTEE MEMBERS INDUCTION & SERVICE OVERVIEW

Members to receive a briefing from the CEO on the role of the Staffing Committee within the Council's new Service Committee structure.

8. WORK PROGRAMME

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

9. BUDGET MONITORING

**Recommendation**

Members are requested to receive the report and note the current budget position.

Members are asked to note a report below from the Responsible Finance Officer on the financial performance of the committee's nominal code responsibilities (4001-4015 across all cost centres and £5,000 of nominal code 4313 cost centre 101, to 21 May 2026, which includes salary expenditure for May 2026 (detailed expenditure report attached for the information of Members).

Members are advised that expenditure for the Staffing Committee is generally in line with budget expectations, with the principal staffing headings currently underspent against phased budgets.

Salary expenditure stands at £48,038 against a phased budget of £52,712, producing a favourable variance of £4,674. Employer's National Insurance contributions are similarly below budget by £619, whilst Employer's Superannuation contributions are £1,356 below the phased budget provision.

The favourable variances principally reflect the timing of staffing costs during the early part of the financial year and current staffing vacancy.

No expenditure has yet been allocated against the Staff Training budget. At this stage of the year this represents an underspend of £666 against the phased budget. Recruitment Advertising expenditure also remains uncommitted, although provision remains available should recruitment activity arise later in the year.

The Staffing Committee allowance for Professional Fees – Other has incurred expenditure of £358 against a phased budget of £833, resulting in an underspend of approximately £475.

Overall expenditure against the Staffing Committee budget currently represents approximately 15% of the annual staffing allocation, which is consistent with expectations at this point in the financial year.

No significant budgetary concerns are identified at this stage and budgets will continue to be monitored closely throughout the year.

10. REVIEW OF POLICY DOCUMENTS

In May 2026 NALC published four updated policies following the implementation of the Employment Rights Act, as follows:

Sickness Absence Policy  
Paternity Leave and Pay Policy  
Bereavement Policy  
Whistleblowing Policy

GTC's Sickness Absence and Whistleblowing Policies already align and are more detailed than the model NALC policies, however the NALC model Bereavement Policy and Paternity Leave and Pay Policy are far more detailed than the provisions in the existing GTC Leave Policy.

Members to consider the following attached standalone model policies, and minor amendments to the existing GTC Leave Policy to ensure it references the new policies, and if agreed, recommend to Full Council for adoption.

New Bereavement Policy  
New Paternity Leave and Pay Policy  
Amended Leave Policy

11. ALIGNMENT OF CHIEF EXECUTIVE OFFICER AND DEPUTY CHIEF OFFICER JOB DESCRIPTIONS AND JUNE 2026 ORGANISATIONAL STRUCTURE

Members to consider the amended job descriptions, intended to align both senior roles and remove duplication where necessary, and the amended organisational structure to reflect proposed reporting lines.

12. TEAM BUILDING

Members to receive a briefing from the Deputy Chief Officer on a potential staff team event and are requested to determine whether to approve the event.

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 Staffing Committee is scheduled to be held in the Oglethorpe Room on Thursday, 10 September 2026 at 7.00pm or at the conclusion of the preceding Planning Committee, 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 16 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

16. EXTENDED LEAVE REQUEST – ITEM FOR DECISION

As required by the Council's Leave policy, requests for extended leave are brought to the Staffing Committee for consideration. Members are requested to consider and if agreed, approve extended leave periods for staff members. Members will be informed of the staff member and their position at the meeting.

- a. Period 14 December 2026 – 4 January 2027 – This is a request for 5 days leave in addition to the Council's seasonal shut down period.
- b. Three weeks in March 2027.

## **Staffing Committee - Member Briefing Paper Member Induction & Governance Overview**

### **1. Introduction**

This briefing paper has been prepared to support Members appointed to the Staffing Committee following the Annual Council Meeting on 20 May 2026.

The purpose of the briefing is to provide Members with:

- an overview of the Committee's role and responsibilities;
- an understanding of the Council's staffing governance framework;
- clarity regarding delegated authority and reporting arrangements;
- awareness of the relationship between the Staffing Committee and other Council Committees;
- and an outline of key employment, governance and organisational responsibilities.

The Committee operates within the Council's Standing Orders, Terms of Reference, Scheme of Delegation and Statement on Staff Management as adopted by Full Council.

### **2. Purpose of the Committee**

The Staffing Committee operates under delegated authority from Full Council and is responsible for overseeing the Council's role as an employer.

The Committee provides strategic oversight relating to:

- staffing structures;
- recruitment;
- employment policies;
- pay and establishment matters;
- training and development;
- health and safety oversight;
- and employment law compliance.

The Committee also oversees:

- recruitment and appraisal arrangements for the Chief Executive Officer;
- staffing-related budget oversight;
- and employment governance arrangements across the Council.

Operational management of staff remains the responsibility of the Chief Executive Officer in accordance with the Council's governance framework and Statement on Staff Management.

The Committee provides strategic employer oversight rather than day-to-day management of employees.

## **3. Governance Framework & Committee Relationships**

### **3.1 Full Council**

Full Council remains the sovereign decision-making body of the Council and retains responsibility for all statutory and reserved matters.

Reserved staffing matters include:

- appointment of the Chief Executive Officer/RFO;
- dismissal of staff (other than delegated probationary termination);
- approval of overall budgets and establishment funding;
- and adoption of employment-related governance documents.

The Staffing Committee reports to Full Council and, where budgetary implications arise, also reports through the Management Committee.

### **3.2 Relationship with Management Committee**

The Management Committee is responsible for:

- corporate governance;
- financial coordination;
- budget monitoring;
- and corporate resource planning.

Whilst the Staffing Committee oversees staffing structures and staffing budgets, wider corporate financial implications remain linked to the Management Committee through:

- annual budget setting;
- establishment affordability;
- organisational restructuring implications;
- and medium-term financial planning.

The Staffing Committee may therefore make recommendations affecting:

- staffing resources;
- recruitment;
- organisational capacity;
- and workforce planning

which require wider corporate or financial consideration.

### **3.3 Relationship with Service Committees**

Service Committees:

- oversee operational service delivery;
- identify operational pressures;
- monitor service performance;
- and develop service priorities.

However:

- staffing establishment;
- staffing budgets;
- recruitment structures;
- and employment matters

remain delegated to the Staffing Committee.

This distinction is fundamental to the Council's governance structure.

Service Committees may identify:

- resource pressures;
- operational gaps;
- additional staffing requirements;
- or changing service demands.

However, decisions relating to:

- establishment changes;
- recruitment approval;
- pay structures;
- and staffing expenditure

must be considered through the Staffing Committee and wider budget-setting processes.

### **3.4 Relationship with the Chief Executive Officer**

The operational management of staff rests solely with the Chief Executive Officer as Head of Paid Service and Proper Officer.

The Committee therefore:

- does not undertake operational management;
- does not direct individual staff;
- and does not exercise line-management functions except where expressly delegated.

The Chief Executive Officer remains responsible for:

- operational deployment of staff;
- management of officers;
- implementation of staffing policies;
- operational decision-making;
- and service management.

The Committee's role is strategic, supervisory and governance-focused.

### **3.5 Relationship with Audit & Governance Committee**

The Audit & Governance Committee provides independent assurance regarding:

- governance;
- compliance;
- internal controls;
- and risk management.

Areas of overlap may include:

- employment law compliance;
- health and safety governance;
- data protection relating to employee records;
- whistleblowing arrangements;
- organisational risk;
- and internal control processes.

## **4. Operational Staffing Governance Overview**

The Council employs staff across a range of operational and service areas including:

- corporate administration;
- grounds and maintenance;
- youth services;
- communications and community services;
- museum services;
- facilities management;
- and operational support functions.

The Staffing Committee oversees the governance framework supporting the Council as an employer.

The Committee's responsibilities include both:

- proactive workforce planning; and
- reactive employment governance matters.

## **5. Staffing Structure & Establishment Oversight**

The Staffing Committee is responsible for oversight of:

- staffing establishment;
- salary budgets;
- staffing structures;
- and staffing-related expenditure.

This includes oversight of:

- salaries;
- employer national insurance;
- pension contributions;
- staff training;
- recruitment expenditure;
- and other staffing-related costs.

The Committee also oversees:

- recruitment processes;
- role evaluation;

- organisational capacity;
- succession planning;
- and workforce resilience.

### **Current & Emerging Considerations**

Areas likely to require ongoing Member consideration include:

- organisational growth;
- service pressures;
- recruitment challenges;
- workforce retention;
- increasing employment costs;
- training requirements;
- succession planning;
- and balancing operational demands with financial sustainability.

### **6. Recruitment & Employment Responsibilities**

The Staffing Committee oversees:

- recruitment governance;
- appointment processes;
- appraisal arrangements;
- and performance review structures.

Specific responsibilities include:

- oversight of recruitment of the Chief Executive Officer/RFO;
- oversight of performance review arrangements for the Chief Executive Officer;
- oversight of recruitment processes for other staff;
- and review of staffing structures within approved budgets.

Operational recruitment processes remain managed by officers.

### **7. Employment Policies & Compliance**

The Committee oversees the Council's employment governance framework including:

- HR policies;
- grievance procedures;
- disciplinary procedures;
- appraisal arrangements;
- and staff welfare arrangements.

The Committee also has oversight relating to:

- employment legislation compliance;
- pensions obligations;
- health and safety responsibilities;
- and organisational governance.

Some staffing matters may require exclusion of the public and press due to the confidential and personal nature of employment information.

### **8. Health, Safety & Organisational Wellbeing**

The Committee has oversight responsibility relating to:

- organisational health and safety governance;
- staff wellbeing;
- training provision;
- and workforce support arrangements.

Operational implementation remains with officers and line management.

Future areas likely to require increasing attention include:

- workplace wellbeing;
- mental health awareness;
- lone working arrangements;

- operational safety;
- workforce resilience;
- and compliance with evolving employment legislation.

## **9. Confidentiality & Governance Responsibilities**

Due to the nature of staffing matters, Members of the Staffing Committee are regularly required to consider confidential information.

Standing Orders place specific obligations upon Members and officers regarding:

- confidentiality;
- handling of employee information;
- and restricted access to employment records.

Members should be aware that:

- individual staffing matters are confidential;
- operational employment records remain officer-controlled;
- and inappropriate disclosure may expose the Council to legal and reputational risk.

## **10. Financial & Delegated Authority**

The Staffing Committee has delegated authority relating to:

- all staffing nominal codes across all cost centres;
- staffing establishment;
- staffing budgets;
- and specified HR-related professional fee budgets.

This includes:

- salaries;
- employer pension contributions;
- employer national insurance;
- training;
- recruitment;
- grave digging staffing costs;
- sexton duties;
- and other staffing-related expenditure.

The Committee operates within approved budgets and may not:

- approve expenditure outside approved budget provision;
- authorise expenditure above delegated limits reserved to Full Council;
- or undertake operational management of staff.

## **11. Key Strategic Risks & Pressures**

Key emerging pressures and risks currently include:

- increasing employment costs;
- recruitment and retention challenges;
- organisational resilience;
- succession planning;
- skills shortages;
- employment law compliance;
- workforce wellbeing;
- and balancing operational service demand with affordable staffing structures.

Additional strategic considerations may include:

- changing service expectations;
- increasing governance complexity;
- staff capacity pressures;
- and organisational adaptation to future Council priorities.

## **12. Role of Members**

Members of the Staffing Committee are expected to:

- provide strategic employer oversight;
- consider organisational capacity and workforce planning;
- oversee staffing governance arrangements;
- review staffing-related budgets;
- support good employment practice;
- and ensure compliance with the Council's governance framework.

Members should not:

- direct staff;
- intervene in operational staffing matters;
- undertake informal management activity;
- or bypass established management arrangements.

Operational management of staff remains the responsibility of the Chief Executive Officer and delegated officers in accordance with the Council's governance framework.

8. STAFFING COMMITTEE – WORK PROGRAMME

<b>TASK</b>	<b>PROGRESS</b>	<b>COMMENT</b>	
Staff Meeting	Aim for service area visits to be undertaken June/July 2026	<b>A doodle poll will be sent out seeking dates once committee memberships have been agreed by Full Council in May</b>	
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.	
Officers to undertake a review of GTC staffing policies to ensure alignment with the Employment Rights Bill as it is enacted, amended policies to be considered by Staffing Committee.	Deputy Chief Officer to conduct review	<b>Further consideration of policies in July 2026</b>	
Worknest review of staff contract against Staffing policies	Deputy Chief Officer to conduct review with Worknest	To address any ambiguity between the contract and policies. DCO to liaise further with Worknest about support/return of funds on account.	
<b>POLICY REVIEWS</b> <i>to be updated following review on this agenda</i>	<b>PERSON UNDERTAKING REVIEW</b>	<b>DATE ADOPTED/ LAST REVIEWED</b>	<b>REVIEW DATE</b>
Leave Policy		4 July 2019/ Reviewed February 2026	Q1 2028
Disciplinary Procedure		13 January 2022 Reviewed February 2026	Q1 2028
Grievance Policy		13 January 2022 Reviewed February 2026	Q1 2028

<b>POLICY REVIEWS</b> <i>to be updated following review on this agenda</i>	<b>PERSON UNDERTAKING REVIEW</b>	<b>DATE ADOPTED/ LAST REVIEWED</b>	<b>REVIEW DATE</b>
Social Media Policy		22 March 2018/ Reviewed February 2026	Q1 2028
Training Statement of Intent		13 January 2022 Reviewed 16 May 2026	Q1 2028
Dignity at Work Policy		19 December 2019/ Reviewed February 2026	Q1 2028
Employee Code of Conduct		13 September 2018/ Reviewed February 2026	Q1 2030
Absence & Sick Pay Policy and Procedure		4 July 2019/ Reviewed February 2026	Q1 2028
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 Policy		Reviewed September 2025	Q3 2028
Whistleblowing		Reviewed 14 May 2026	
Fire Safety Precautions & Emergency Procedures		Reviewed 14 May 2026	
Flexible Working Policy		Reviewed 23 May 2024	
Statement of Staff Management		Reviewed 13 November 2025	
Exercise of Employer Discretions		Reviewed 14 May 2026	

Month No: 2

## Godalming Town Council - Staffing Committee Report - Budget Monitoring Report

Detailed Income & Expenditure by Phased Budget Heading 21/05/2026

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Funds Available	% Spent
<b>101 Head Office Costs</b>									
4001 Salaries	22604	26356	3752	48038	52712	4674	316274	268236	15.20%
4002 Employer's NIC	3015	3506	491	6393	7012	619	42067	35674	15.20%
4003 Employer's Superannuation	3752	4665	913	7974	9330	1356	55980	48006	14.20%
4011 Staff Training	0	333	333	0	666	666	4000	4000	0.00%
4012 Recruitment Advertising	0	0	0	0	1300	1300	1300	1300	0.00%
4013 Other Staff Expenses	0	51	51	-9	102	111	612	621	-1.50%
4313 Professional Fees - Other (SC)	358	417	59	358	833	475	5000	4642	7.16%
<b>106 Festivals, Markets &amp; Events</b>									
4001 Salaries	0	0	0	0	1897	1897	3795	3795	0.00%
4002 Employer's NIC	0	0	0	0	285	285	569	569	0.00%
4003 Employer's Superannuation	0	0	0	0	336	336	672	672	0.00%
<b>201 BWP Youth &amp; Community Centre</b>									
4001 Salaries	18399	18996	597	36970	37993	1023	227953	190983	16.20%
4002 Employer's NIC	1269	2287	1018	1431	4576	3145	27446	26015	5.20%
4003 Employer's Superannuation	1136	3228	2092	3528	6462	2934	38742	35214	9.10%
4011 Staff Training	0	334	334	0	660	660	4000	4000	0.00%
4012 Recruitment Advertising	0	41	41	0	90	90	500	500	0.00%
<b>207 Godalming Museum</b>									
4001 Salaries	5640	6439	799	11139	12878	1739	77277	66138	14.40%
4002 Employer's NIC	596	716	120	1233	1432	199	8592	7359	14.40%
4003 Employer's Superannuation	522	901	379	1020	1802	782	10821	9801	9.40%
4011 Staff Training	0	0	0	0	1000	1000	1000	1000	0.00%
<b>301 Cemeteries &amp; Open Spaces</b>									
4001 Salaries	10375	10662	287	20750	21330	580	127950	107200	16.20%
4002 Employer's NIC	1396	1349	-47	2702	2702	0	16192	13490	16.70%
4003 Employer's Superannuation	1822	1887	65	3544	3777	233	22647	19103	15.60%
4011 Staff Training	0	334	334	0	660	660	4000	4000	0.00%
4014 Sexton Duties	600	125	-475	600	250	-350	1500	900	40.00%
4015 Grave Digging	0	1200	1200	5050	2400	-2650	14400	9350	35.10%
	<b>71484</b>	<b>83827</b>	<b>12343</b>	<b>150721</b>	<b>172485</b>	<b>21764</b>	<b>1013289</b>	<b>862568</b>	<b>14.87%</b>

## **GODALMING TOWN COUNCIL BEREAVEMENT POLICY**

### **Purpose and Scope**

The purpose of this Bereavement Policy is to provide support, compassion, and clear guidance to employees who experience the loss of a partner, child, or pregnancy during or shortly after becoming a parent.

This policy applies to all staff of the Council, regardless of employment status.

### Eligibility

Statutory parental bereavement leave (PBL) is available to staff who were the primary carers for a child under the age of 18 who has recently passed away. This also applies to babies who are stillborn after the 24th week of pregnancy.

This is a "day one" right, meaning that staff are entitled to statutory parental bereavement leave regardless of their length of service.

In most cases, this will allow birth parents whose child has died to take leave, unless they were not the child's primary carers (for example, if their child had been subsequently adopted, the previous carers would not be entitled to leave). The entitlement will be focused more on who has responsibility as the "primary carers" for the child and less on the legal status between the adult and the child.

As well as birth parents, leave will also be available to adults with parental responsibility for children in "non-traditional family structures". This means that entitlement will cover:

- adoptive parents
- individuals who are fostering to adopt
- legal guardians
- most foster parents (although short-term arrangements, such as emergency foster care, may not be covered).
- Pregnant staff who suffer a stillbirth 24 weeks or more into pregnancy will still be entitled to take up to 52 weeks of statutory maternity leave (and any related statutory maternity pay), in addition to parental bereavement leave. Similarly, those who would have been eligible to take adoption leave, shared parental leave or paternity leave in respect of a child who is stillborn from 24 weeks or more into pregnancy, will still be entitled to take these statutory leave periods as normal and in addition to parental bereavement leave. In such cases, PBL will normally be taken after the other period of statutory leave.
- Statutory parental bereavement leave will be applicable for each child in situations involving multiple deaths.

### Leave entitlement

Staff may take up to two weeks of parental bereavement leave.

The leave can be taken as one block of two weeks or two blocks of one week. Leave may not be taken as individual days.

The leave must be taken within 56 weeks from the date of the death of the child. This will allow flexibility regarding when the leave is taken. For example, one week can be taken immediately following the child's death, and the second week could be taken around the first anniversary of the child's death.

The 56-week timeframe also allows for staff who are entitled to other types of statutory family leave, such as maternity leave, to use this in conjunction with parental bereavement leave.

Where a staff member is taking a period of parental bereavement leave, and this is to be interrupted by another statutory leave entitlement (such as maternity, paternity or parental leave), the PBL will end immediately before the start of the other leave. Any remaining entitlement to PBL may then be taken at the end of the other period of leave and must be taken in a single consecutive period.

#### Providing notice

Staff will not be required to give notice for taking statutory parental bereavement leave immediately following the loss of a child.

Staff should give at least one week's notice for taking statutory parental bereavement leave if they intend for this to begin after 56 days of the date the child passed away.

Staff are not required to evidence the death by producing a death certificate or a letter from a GP. A written declaration may be required for statutory parental bereavement leave taken after the initial period and not immediately following the child's death.

#### Parental bereavement pay

To be eligible for statutory parental bereavement pay, the staff must have:

- at least 26 weeks' continuous employment ending with the week before the week in which the death occurred, and still be employed on the day on which the death occurred; and
- normal weekly earnings in the eight weeks up to the week before the child's death that are not less than the lower earnings limit for National Insurance contribution purposes.

Within a reasonable timeframe, staff will be required to provide a written declaration confirming that they meet the eligibility requirements to receive statutory parental bereavement pay.

The need to provide a written declaration for statutory parental bereavement pay is separate to the right to statutory parental bereavement leave.

Statutory parental bereavement pay will be the lesser of either 90% of average gross weekly pay or the flat rate of statutory parental bereavement pay for each of the two weeks.

#### Changing your mind about taking parental bereavement leave

You can cancel your planned leave and take it at a different time (within the 56 weeks after your bereavement). Where your planned leave was due to begin during the first 56 days after your bereavement, please let your line manager know you no longer wish to take it before your normal start time on the first day of the planned leave.

Where your leave was due to begin more than 56 days after your bereavement, please let your line manager know at least one week in advance that you wish to cancel it.

You cannot cancel any week of parental bereavement leave that has already begun.

#### Returning to work after parental bereavement leave

When you return to work after parental bereavement leave, you generally have the right to return to the same job. However, if you return from time on bereavement leave that follows on immediately from some adoption, maternity, paternity leave or shared parental leave (taken in relation to the child who has passed away), and your total time on leave is more than 26 weeks. In these circumstances, you have the right to return to the same job, unless this is not reasonably practical – in which case you have the right to return to a suitable and appropriate job on the same terms and conditions.

#### **The bereaved partner's paternity leave**

Staff who are fathers or partners are entitled to a period of up to 52 weeks of unpaid leave where:

- The child's primary carer dies and
- You are either the child's father, a civil partner of the child's mother/adopter, or married to the child's mother/adopter, and
- You have the main responsibility for the upbringing of the child.

Staff are entitled to leave, regardless of their length of service, and it must generally be taken within 52 weeks of the child's birth, date of placement for adoption, or date of entering Great Britain in an overseas adoption.

In the situation of the bereavement occurring within 13 days of the expiry of the 52-week leave window, you will be entitled to take up to 14 days of leave, regardless.

#### Notification requirements

Staff wishing to start bereaved partners' paternity leave within 8 weeks of the bereavement date can notify their manager either orally or in writing. We do not require any specific period of notification, provided that we are informed before the time that the staff is due to start work on the first day of leave.

Staff may wish to start their leave more than 8 weeks following the bereavement date, in which case, we ask that notice be given in writing at least one week before the leave starts.

Notice must include:

- The bereavement date;
- The leave start date; and
- The child's date of birth/date of placement for adoption/date of entering Great Britain (in the case of an overseas adoption).

For requests proposing to start more than eight weeks after the bereavement date, the notice must, in addition to the above information, include:

- The intended return date;
- A declaration that the leave is being taken to care for a child; and
- A declaration of the staff's relationship with the child.

#### 4. Varying the start date

Staff are able to vary the start date as follows:

- If the new start date is no more than eight weeks after the bereavement date, it can be varied either orally or in writing before the original leave start date. No notice is required for this new date, as long as notice is given before the date itself.
- Where the new start date is more than eight weeks after the bereavement date, then notice of variation must be made in writing at least one week before the last notified start date, and at least one week before the new leave is proposed to start.

#### Cancelling leave

Staff can cancel a period of leave after notification, which must be given in writing. If the leave had been due to start in the first eight weeks following the bereavement, then there are no notice requirements for any cancellation. If the leave had been due to start more than eight weeks following the bereavement date, then one week's notice is required to cancel it.

#### Right to return to work

When returning from a period of BPPL, you are entitled to take up the same job with the same employment terms you had before going on BPPL. However, in certain circumstances, it may not be reasonably practical for you to resume your previous role, and we may place you in another appropriate post with no less favourable terms and conditions. We are only able to do this in the following cases:

- Where you have taken a period of BPPL consecutively with a period of parental leave of more than four weeks; or
- Where you have taken BPPL consecutively with periods of other statutory leave taken in relation to the same child, which, when added together with the period of BPPL, means that the total amount of statutory leave taken in relation to that child is more than 26 weeks.

If you are absent on BPPL for a period of 26 weeks or less, you are generally entitled to return to the same job. If more than 26 weeks' leave is taken, then you are entitled to return to the same job or, if that is not reasonably practicable, to another job which is both suitable and appropriate for you to do in the circumstances.

We will not subject you to any detriment or dismiss you because you take or seek to take a period of BPPL (or we believe you might do so).

#### Notice for returning to work

Staff can vary their return to work date by notifying us in writing as follows:

- If your original return date was within 8 weeks of the bereavement date, you must give at least one week's notice before:
  - The date you were originally supposed to return; and
  - The new date you intend to return.
- If your original return date was more than eight weeks after the bereavement date, you must give at least eight weeks' notice before:
  - The last notified intended return date and
  - At least eight weeks before the new intended return date.

If you return to work without providing the required notice or properly notifying us of a date change, we reserve the right to postpone your return until the full notice period has been met. We will confirm any such postponement in writing.

Please note that we cannot delay your return beyond the day after your eligibility period ends.

#### Special circumstances

If you are the secondary carer and the child's primary carer dies, but the child also dies or is no longer in your care (known as a "relevant event"), your leave entitlement changes. This includes cases where an adoption placement ends, or a surrogacy parental order is denied or withdrawn.

- If you haven't yet started your leave when, you can still take time off. Your leave will end at whichever of these comes first:
- 8 weeks after the week the event happened
- The one-year anniversary of the child's birth or placement.

You must notify us of the event (and the date it happened) before you start your leave. You can do this by speaking to your manager or sending a written notice, following the standard notice procedures.

While this leave is for the tragic situation of a staff losing the child's primary carer, the rules do also apply when something also happens to the child themselves, and the rules apply therefore in the following situations (relevant events):

- a. The child dies; or
- b. In a domestic adoption case, the child is returned after being placed for adoption; or
- c. in an overseas adoption case, the child ceases to live with you; or
- d. in a parental order case, you either do not apply for an order in respect of the child under section 54 of the Human Fertilisation and Embryology Act 2008 within the time limit set, or your application for an order in respect of the child under that section is refused, withdrawn or otherwise terminated without the order being granted and any time for an appeal or a new application has expired.

#### 9. Contact during leave

We may contact you from time to time during your absence, for example, to discuss arrangements for your return to work, possible internal job vacancies or qualification expiry dates.

You may be offered up to 10 days' work, known as 'Keeping In Touch' days (KIT days). KIT days are sometimes used for purposes such as keeping a qualification valid or attending key meetings, training days, appraisals or consultation meetings. You are not obliged to make use of these days. Your decision about whether you use some or all of these days will not affect your right to leave and pay.

#### Terms and conditions of employment

You will continue to accrue holiday entitlement during your leave. If you are due any holiday before your leave begins and/or if your period of holiday entitlement is likely to span two holiday years, you should try to take all accrued leave before your leave starts, where practical.

Your employment contract will continue to apply during a period of paternity bereavement leave, except for terms relating to pay, all your normal terms and conditions will continue to apply.

#### Redundancy

You will, during your leave, and (provided your leave is for six weeks or more) for a total period spanning 18 months from the child's birth/date of match for adoption, have the right, in a redundancy situation, of first refusal on any suitable alternative vacancies that are appropriate to your skills.

This is a non-contractual procedure which will be reviewed from time to time.

## **GODALMING TOWN COUNCIL PATERNITY LEAVE AND PAY POLICY**

### **Purpose and scope**

The purpose of this policy and procedure is to provide clear information about our paternity provisions. This document sets out our policy on paternity leave and pay.

Immediately you discover your partner is pregnant, you should make the council aware so that you can be briefed on your entitlements. Ordinary paternity leave is also available to adoptive parents (either the adoptive father or the adoptive mother) where a child is matched or newly placed with them for adoption.

### **Eligibility**

To qualify for ordinary paternity leave, employees must be taking the time off to look after the child and:

- have, or expect to have, responsibility for the child's upbringing
- be the biological or adoptive parent of a child born or placed for adoption, or be the parent's partner, or the intended parent (if the baby is born through a surrogacy arrangement).

### **Ante-natal appointments**

An expectant father or the partner (including same sex) of a pregnant woman is entitled to take unpaid time off work to accompany the woman to up to 2 of her ante-natal appointments. The time off is capped at six and a half hours for each appointment. "Partner" includes the spouse or civil partner of the pregnant woman and a person (of either sex) in a long-term relationship with her. The right applies whether the child is conceived naturally or through donor insemination. It also extends to those who will become parents through a surrogacy arrangement if they expect to satisfy the conditions, and intend to apply, for a Parental Order for the child born through that arrangement.

Employees who are adopting a child are entitled to take time off to attend adoption appointments. Please see the Adoption Policy for full details.

You should endeavour to give the council as much notice as possible of when you need the time off for the antenatal appointment. We may ask you for a declaration stating the date and time of the appointment and that you qualify for the unpaid time off through your relationship with the mother or child, and that the time off is for the purpose of attending an ante-natal appointment with the expectant mother that has been made on the advice of a registered medical practitioner, nurse or midwife.

### **Ordinary Paternity Leave (OPL)**

An employee whose partner gives birth to a child, or who is the biological father or either adoptive parent of the child, is entitled to two weeks' ordinary paternity leave. OPL can commence from the date of the child's birth, or child's placement with the adopter, or within 52 weeks after the birth or date of placement

Ordinary Paternity Leave may be taken as either, one week, or two weeks in one consecutive block or two weeks in two one week non consecutive blocks.

If you choose to start your OPL on a fixed and predetermined date and the child is not born or placed for adoption by that date, you must change the date you want to start your leave and notify us in writing as soon as you reasonably can. If you take both OPL and shared parental leave you must take ordinary paternity leave first.

#### Notification of Ordinary Paternity Leave

You must inform the council in writing, of your eligibility and intention to take paternity leave in or before the 15th week before the EWC.

You must then provide us with at least 28 days notice before the dates upon which they intend to take each period of leave, unless this is not reasonably practicable (in which case as soon as it is reasonably practicable).

The notification should specify:

- the week the baby is due
- the date of starting the leave
- that the you are taking leave for the purpose of taking time off to look after your child in line with your entitlement to paternity leave
- How you wish to take the leave
- You can choose to take two one-week non-consecutive blocks of leave may inform us of when you want each block of leave to begin in one notification, or you may choose to provide us with a separate notification at a later date once you have made a decision. However, as above, you must ensure that a minimum of 28 days' notice is provided before the beginning of each period of leave.

In the case of an adopted child, you must give notice of your intention to take ordinary paternity leave no later than seven days after the date on which notification of the match with the child was given by the adoption agency. The notice must specify the date the child is expected to be placed for adoption, the date you intend to start ordinary paternity leave, the length of the intended ordinary paternity leave period and the date on which the adopter was notified of having been matched with the child.

You can change your mind about the date on which you want the leave to start providing you tell your manager at least 28 days in advance (unless this is not reasonably practicable).

#### **Ordinary Statutory Paternity Pay (OSPP)**

You will qualify for OSPP if your weekly earnings in the 8 weeks up to and including the Qualifying Week (QW) are not less than the lower earnings limit for the payment of National Insurance contributions. The QW is 15 weeks before the baby is due or the week during which you are notified of being matched with a child for adoption.

Paternity leave will be paid at the prevailing rate of SPP or 90% of average weekly earnings if this figure is less than OSPP.

Someone who is under a contract of service with the employment status of 'worker' and who is paying Class 1 National Insurance contributions may qualify for SPP, based on the qualifying rules.

### **Pay increases awarded during paternity leave**

We will ensure that whilst you are on PL you are not left out of a pay award which you would ordinarily have been entitled to. This means that if we make a pay award which takes effect during your PL, then when you return to work, you will return to the 'new' rate of pay that applies to the job you are returning to.

### **Returning to work**

On resuming work after PL, you are entitled to return to the same job as you occupied before commencing paternity leave on the same terms and conditions of employment as if you had not been absent.

### **Requesting a change to your pattern of work**

You have the right to request that the organisation considers changing your pattern of work (subject to eligibility criteria). See the Flexible Working Policy.

### **Additional paternity leave**

Additional paternity leave is available to eligible employees who may take up to 26 weeks' unpaid additional paternity leave within the first year of their child's life provided that the mother has returned to work.



## **LEAVE POLICY**

(To be read in conjunction with the Absence & Sick Pay Policy and Procedure)

**Policy Statement: The aim of this policy is to outline the leave entitlement of an employee. The Policy aims to ensure fair, equitable and consistent treatment of staff and is based on The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”)**

### **1. INTRODUCTION:**

The Council recognises that every individual, may, at some point, be challenged by unplanned and unexpected events or sudden ‘life events’ which can affect not only the individual’s work but may also impact on other colleagues. The Council’s Leave Policy provides a range of options to assist staff to meet these challenges, whilst ensuring the proper functioning of the Council’s services. Agency workers are entitled to the same rights to leave as employees, unless a legitimate reason exists for different treatment.

### **PART ONE – ANNUAL LEAVE ALLOWANCE**

### **2. LEAVE YEAR GUIDELINES:**

- The Council’s annual leave year runs from 1 April to 31 March.
- Annual leave should be planned over the year and not “saved” until the end of the financial year. Staff should consider the operational needs of the Council prior to making an annual leave request. Every effort will be made to accommodate requests for annual leave.
- Requests for annual leave should be made in a timely manner with, under normal circumstances, a minimum of 3 days’ notice for leave periods up to 5 days and 3 weeks’ notice for periods over 5 days.
- In the normal course of events, requests for annual leave should be made no more than 12 months in advance of the planned leave. However, where a special event is being planned an exemption may be granted by the CEO.
- Annual leave must be taken at times agreed with the employee’s Line Manager. However, during peak operating periods or when planned major civic events are taking place, leave must also be authorised by the CEO.
- The maximum single period of leave, under normal circumstances, will be two weeks. Requests for longer periods of leave will require the approval of the Staffing Committee. Such requests should be made in writing to the CEO a minimum of 3 months prior to the requested leave to allow such requests to be put to the Staffing Committee (if exact dates are not known, the request should state an approximate range of dates).
- **Employees are reminded not to pre-book any holiday prior to approved leave being granted.**
- Any employee not having taken at least 18 days of their Annual Leave Allowance (ALA) by 31 January will be required to submit a leave plan which provides for a minimum of

28 paid leave days to have been taken by 31 March. (18 days ALA, 2 Statutory Days plus 8 Public Holidays = 28 Days) pro rata for part time employees.

- All annual leave should be taken within the current leave year. In **exceptional circumstances**, employees may be allowed to carry over a maximum of five days untaken annual leave into the following year. Staff must request prior approval of the CEO no later than 31 January in order to carry over unused annual leave. The CEO will require approval of the Chair of the Staffing Committee in order to carry over unused annual leave.
- Legitimate 'exceptional circumstances' could include:
  - Workload – covering for other staff absences (other than normal annual leave) for more than 4 weeks;
  - Preparing for a successor or succession;
  - Undertaking additional duties (either temporarily or permanently) which the Staffing Committee, upon review, deem not to have been sufficiently resourced.
- Subject to the above, and the provisions of the Council's Absence & Sick Pay Policy and Procedure and Maternity/Paternity/Adoption/Shared Parental Leave Policies, any untaken leave will be lost and employees will not be entitled to pay in lieu of untaken annual leave.
- Except where allowed by Employment Rights Act 1996 (Time Off for Dependents) leave taken without the prior approval of the employee's Line Manager will be classified as unauthorised absence and may result in pay being withheld, and/or disciplinary action being taken.

### **3. LEGAL REQUIREMENT UNDER THE WORKING TIME AMENDMENT REGULATIONS:**

It is a statutory requirement that staff take a minimum of 28 days (pro rata for part-time employees) paid annual leave each year, which includes annual leave, statutory leave days and public holidays. Employees are unable to carry forward holiday if this leaves them with less than 28 days leave in any year.

### **4. PUBLIC HOLIDAYS:**

Employees shall, irrespective of length of service, be entitled to a holiday with a normal day's pay for each of the statutory and public holidays as they occur.

### **5. ANNUAL LEAVE:**

Annual leave entitlement for Council employees is determined by the terms and conditions of their employment and will be aligned with either the National Joint Council (NJC) or the Joint Negotiating Committee (JNC) agreements.

An employee's initial annual leave allowance will be set out in their Particulars of Employment. Where the relevant terms and conditions provide for an increase in entitlement based on length of service, any such increase will apply from 1 April following the start of continuous local government service, up to the maximum entitlement permitted under the appropriate agreement.

All employees will also be entitled to two additional statutory leave days and public holidays (pro rata for part-time employees).

For the purposes of annual leave entitlement, occupational sick pay, and the occupational maternity scheme, continuous service includes previous continuous service with any public

authority covered by the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999.

Further guidance on the definition and calculation of eligible continuous service is set out in the 'Green Book' for employees engaged on NJC terms and conditions and the 'Pink Book' for employees engaged on JNC terms and conditions.

**6. EXTRA STATUTORY HOLIDAYS:**

Employees shall have an entitlement to two extra statutory days holiday, these 'statutory days' are to be used during the Christmas to New Year closure period.

**7. CALCULATION OF ANNUAL LEAVE ENTITLEMENT FOR NEW STARTERS AND LEAVERS:**

The annual leave entitlement of employees leaving or joining the Council is pro-rata to their completed service during the leave year. Deductions from an employee's final salary payment will be made for any leave taken in excess of entitlement.

For the purpose of calculating leave (annual, public and extra statutory holidays) entitlements may, where necessary, be expressed in hours over the leave year.

**8. DIRECTED LEAVE:**

**All Staff**

Christmas Closure: If the Christmas Closure covers a period in excess of public holidays plus the two statutory days' holiday detailed above, staff will be required to allocate any additional days against either their annual leave entitlement or 'accrued' TOIL. Notice of the number of days required to be set against this requirement will be announced no later than 31 October. It should be noted that due to the operational requirements of Godalming Town Council it may not be possible to grant all staff leave during the entire shut down period, in which case appropriate adjustments to leave records will be made.

**JNC STAFF**

JNC staff are required to book 5 days annual leave (pro rata for part-time employees) at over the Easter school holiday period and over the October half-term school holiday. The dates used by Broadwater School are to be used for determining the Easter and October half-term holidays periods.

**9. TIME OFF FOR RELIGIOUS FESTIVALS OR OBSERVATIONS:**

Wherever possible, the Council shall endeavour to accommodate requests for time off for religious festivals or observations which are not covered by statutory public holidays. Employees must use their annual leave entitlement or accrued TOIL for this purpose.

**10. PROCEDURE FOR OBTAINING APPROVAL AND RECORDING OF LEAVE:**

An employee's Line Manager must approve all paid leave in advance. Staff wishing to take paid leave should follow the procedure set out below:

- Staff are required to enter requested leave dates onto their leave card held by the Support Services Executive/Youth Centre Manager/Museum Curator as appropriate.
- The leave card is to be presented to the appropriate Line Manager for authorisation of the request as soon as practicable. On authorising leave, Line Managers are to inform the staff member that their leave request has been granted.
- If approved, details of the leave are to be uploaded onto the staff leave calendar.

- Upon notification from a Line Manager, an individual's leave record card is to be annotated to record any occasion where a staff member was required to work on a Public Holiday.
- The CEO shall consult with the Chair of the Staffing Committee when making their leave arrangements and where the CEO has delegation for authorisation of discretionary leave in relation to other staff, they will seek such authorisation from the Chair of the Staffing Committee or Vice Chair if the Chair is unavailable.

## **PART TWO – SPECIAL FORMS OF LEAVE**

### **11. PUBLIC DUTIES:**

Paid leave of absence will be granted for employees undertaking jury service or serving on public bodies or undertaking public duties. Where an allowance is claimable for loss of earnings the employee should claim and pay the allowance to the Council.

### **12. ELECTION DUTIES:**

Employees who wish to act as presiding officers, poll clerks or counting officers may request to take an unpaid leave day to carry out these duties. Employees should consult the CEO and obtain permission, which should not be unreasonably withheld, before accepting the appointment.

### **13. LEGISLATIVE BACKGROUND:**

The Council recognises and abides by the legislation relating to employees rights to leave and protection of leave including Maternity, Paternity, Adoption, Shared Parental Leave, Ordinary Parental and Bereavement leave. In the event that an eligible employee is seeking to take any of the aforementioned leave they should, at the earliest opportunity, discuss their plans with their Line Manager who will be able to seek further advice on leave entitlements, pay rates and the legislation which is current at the time.

### **14. OCCUPATIONAL MATERNITY SCHEME:**

The Occupational Maternity Scheme, as detailed in either the 'Green or Pink Book', as appropriate to an employees terms of employment, shall apply to all pregnant employees, regardless of the number of hours worked per week, who have completed at least 1 year's continuous local government service at the 11<sup>th</sup> week before the Expected Week of Childbirth.

### **15. HEALTH & SAFETY IN PREGNANCY:**

On receipt of written notification from an employee that she is pregnant, the CEO should carry out a risk assessment. The employee and relevant Line Manager should be fully informed of any risks identified. The Line Manager and employee have an on-going responsibility to monitor any potential risks that may be present.

### **16. SHARED PARENTAL LEAVE AND STATUTORY SHARED PARENTAL PAY:**

Employees and their partner may be able to get Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) if there are:

- having a baby
- using a surrogate to have a baby
- adopting a child

They can share up to 50 weeks of leave and up to 37 weeks of pay between them. They need to share the pay and leave in the first year after their child is born or placed with their family.

They can use SPL to take leave in blocks separated by periods of work, or take it all in one go. They can also choose to be off work together or to stagger the leave and pay.

To get SPL and ShPP, an employee and their partner need to:

- meet the eligibility criteria - there's different criteria for birth parents and for adoptive parents or parents using a surrogate.
- Give notice to employers.

There is no qualifying period for parental leave; these rights apply from day one of employment.

Full details and information on SPL and ShPP can be found on the [Government's website](#) and on the [ACAS website](#)

## 17. PATERNITY LEAVE:

Please refer to GTC's standalone Paternity Leave and Pay Policy.

~~Up to two weeks' paid leave (to be take in a block of one or two weeks leave over a single period) shall be granted to the child's father or the partner or nominated carer within the first year of birth/adoption.~~

~~There is no qualifying period for paternity leave; these rights apply from day one of employment.~~

~~Further details and information on Paternity Leave can be found on the [Government's website](#) and on the [ACAS website](#)~~

## ~~17A. ORDINARY PATERNITY LEAVE:~~

~~Parents have the right to unpaid time off work when they need to look after their children. This is called 'ordinary parental leave' or unpaid parental leave. Ordinary Parental leave is additional to other types of time off employees are usually entitled to, such as:~~

- ~~• maternity, paternity and adoption leave and shared parental leave – for when someone's having a baby or adopting a child~~
- ~~• holiday~~

~~Full details and information on Paternity Leave can be found on the [ACAS website](#)~~

## 18. ANTENATAL APPOINTMENT:

Any pregnant employee has the right to paid time off to attend antenatal appointments and must produce evidence of appointments if requested to do so. Wherever possible these should be arranged outside of core time as set out in an employee's contract of employment. A baby's father, the expectant mother's spouse or civil partner, or an employee in a long-term relationship with the expectant mother can take unpaid leave to accompany a pregnant woman to 2 antenatal appointments (taking up to 6 and a half hours per appointment).

## 19. CARER LEAVE:

Although all employees have a statutory right to one week's unpaid carer's leave per year to provide or arrange care for a dependant, as set out in the Carer's Leave Act 2023 and Employment Rights Act 2025, Godalming Town Council recognises that a flexible and supportive approach is required for those who have care responsibilities for others. Discretionary leave may be granted in the following circumstances:

Serious illness of a Husband, Wife, Partner, Son / Daughter including Step-children or a close family member who requires constant care and attention in their own home as defined in the [Carer's Leave Act 2023](#) 80J (2b), where no other care arrangements can be made or normal care arrangements have broken down, for example a person living alone recovering from an operation.

Up to five days with pay may be granted at the discretion of the CEO in accordance with the individual circumstances of the case. These additional days paid leave will not normally be granted until employees have exhausted any outstanding annual leave entitlement (based on the pro-rata calculation of the full annual entitlement on the date of request).

In cases of family sickness other than serious illness, consideration will be given to allowing the employee flexibility for start, finish and lunch times to allow them to care for their Husband, Wife, Partner, Son, Daughter or a member of their close family.

The Council's Carer Leave Scheme should be used in circumstances where the illness relates to someone who is normally directly dependant upon the employee for domestic support as defined in the [Carer's Leave Act 2023](#). 80J (2a)

Further information on the Carer's Leave Act 2023 can be found on the [ACAS website](#)

## **20. TIME OFF FOR MEDICAL SCREENING AND OTHER MEDICAL APPOINTMENTS:**

Wherever possible, visits to a GP and other routine medical appointments should be made outside working hours.

Where this is not possible, appointments should be made to minimise the extent of absence from work, for example, either at the beginning or end of the working day. Paid leave of up to two hours may be granted at the discretion of the CEO, time off in excess of this period will be permitted, subject to the employee making up the hours lost. Time in excess of two hours is to be recorded by in the TOIL log with the accrued TOIL balance amended accordingly.

Employees having to attend hospital, clinic appointments or work-related medical appointments (e.g. sight tests or occupational health) where the timing of the appointment(s) is beyond their control will be able to attend these appointments during the working hours with no expectation to make up the hours lost.

Necessary paid time off will be granted for the purpose of cancer screening.

## **21. SPECIAL LEAVE:**

Additional leave with or without pay may be granted in special circumstances at the discretion of the Staffing Committee, such requests are to be made in writing to the CEO.

## **22. BEREAVMENT LEAVE:**

[Please refer to GTC's standalone Bereavement Leave Policy.](#)

~~Employees are entitled to Bereavement Leave in the event of the death of a child, pregnancy loss (including miscarriage before 24 weeks and failed embryo implantation), or the death of another close relative, as defined in the Employment Rights Act 2025. At least one week's leave is available per bereavement, and for each person lost.~~

## **23. COMPASSIONATE LEAVE:**

The CEO may grant up to three days' paid compassionate leave to help an employee cope with the serious illness or death of an immediate family member.

#### **24. FUNERALS:**

An additional paid Compassionate Leave day may be granted for attendance at the funeral of an immediate family member; Spouse or Partner, Parent (birth, adoptive or step-parent), Child (birth, step-children or adopted) or Sibling (including step-sibling or adopted).

#### **25. TIME OFF FOR DEPENDANTS:**

All employees (regardless of their length of service) have the right to take a reasonable amount of unpaid time off work in order to deal with particular unexpected emergencies affecting their dependants.

A dependant is:

- A spouse;
- A civil partner;
- A child;
- A parent;
- A person who lives with the employee other than as his or her employee, tenant, lodger or boarder;
- Any other person who would reasonably rely on the employee for assistance if he or she fell ill or was injured or assaulted, or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury; or
- In relation to the disruption or termination of care for a dependant or any other person who reasonably relies on the employee to make arrangements for the provision of care.

An example of time off for dependants is if your child falls ill you could take time off to go to the doctor and make care arrangements. Your employer may then ask you to take annual leave or parental leave if you want to look after your child for longer.

Although there is no requirement to give notice the employee must, as soon as possible, tell their Line Manager the reason for their absence and how long they expect to be away from work.

Exceptionally, consideration will be given to events which may be foreseen, but which are of a serious nature such as to make the presence of the employee necessary, for example, time off to settle an elderly relative into a care home or to attend a hospital appointment or planned operation with a child/partner. Such requests should be made to the CEO for determination in consultation with the Chair of the Staffing Committee.

#### **26. TIME OFF IN LIEU:**

For staff members above pay point 23 unless otherwise agreed as part of employment particulars, authorised additional hours worked outside of an individual's normal working hours will be compensated for by Time off in Lieu (TOIL). The points set out below govern the accrual and taking of TOIL.

##### **Accruing TOIL**

- Additional hours which may accrue TOIL must be authorised in advance by the CEO.
- Unless otherwise approved and authorised by the Staffing Committee, TOIL will be granted at single rate (one hour worked equals one hour TOIL) when a member of staff is required to work outside their normal hours to service weekday meetings or to attend weekday Civic, Mayoral or approved external events.

- Staff attending weekday evening meetings or weekday Civic, Mayoral or approved external events will receive single rate TOIL with an additional hour to cover travel time, meeting preparation and clear-up.
- For meetings started during the employee's normal working day and proceeding beyond the end of the working day, single TOIL will be granted as earned after the end of the working day.
- Staff attending weekend meetings or weekend Civic, Mayoral or approved external events will receive TOIL at time and a half for the duration of their involvement /requirement at the event. Additionally, staff will be granted travel time to and from an event. Travel time will be determined by the most direct route and standard parameters of the RAC route planner ([www.rac.co.uk/route-planner](http://www.rac.co.uk/route-planner)). The approved travel time allowance is to be recorded in the TOIL log.
- Employees are to report TOIL hours to the Support Services Executive/Youth Centre Manager, as appropriate, in writing, and the Support Services Executive/ Youth Centre Manager will maintain the TOIL log, recording the date of accrued toil, the amount of toil time claimed, employees accumulated TOIL, date TOIL taken, balance of TOIL remaining.

### Taking TOIL

- Whilst all staff should aim to take TOIL as soon as practicable after the date of accrual, in recognition of the relatively small number of employees within each departmental area and the resulting difficulty of taking time off, no more than 22.5 hours (three working days) TOIL can be accumulated at any one time without the authorisation of the CEO. This is pro-rated for part-time staff.
- Toil is to be requested and recorded using the same procedure as when requesting Annual Leave. Line-managers are to check with the Support Services executive/Youth Centre Manager that sufficient TOIL is available to support the request and that the accrued TOIL balance has been adjusted accordingly.
- The CEO will inform the Chair of the Staffing Committee before taking TOIL in excess of 7.5 hours.
- TOIL cannot be taken in advance of the hours being accrued.
- Except when leaving and by specific agreement of the Staffing Committee, TOIL cannot be 'bought back'.

## PART THREE – IMPLICATIONS ON PENSION CONTRIBUTIONS

### 27. UNPAID LEAVE:

If employees are granted unpaid leave of absence or leave on reduced pay

**For the first 30 days:** Full Local Government Pension Scheme membership continues to build up during this period but the employee must pay the pension contributions that would have been paid had they been at work.

**After 30 days:** This period will not count as pension scheme membership unless the employee opts to pay for it to do so. For the period to count as pensionable service he/she can elect to pay pension contributions for the whole period (up to a maximum absence period of 36 months) by taking out a Shared Cost Additional Pension Contribution (SCAPC) contract in order to maintain their full pension benefits. If the employee wishes to do this, they must notify the RFO in writing within 30 days of their return to work (or within 30 days of leaving work if they do not return). Details of the cost of buying back the 'lost' pension can be obtained from the Pension Scheme; please ask the RFO for details.

### 28. MATERNITY, ADOPTION, PATERNITY AND SHARED PARENTAL LEAVE:

The implications of these types of leave is set out in the the 'Green or Pink Book' copies of which are available at the Town Council Offices.

**29. INDUSTRIAL ACTION:**

If employees who are LGPS members are absent from work due to industrial action they will also have the option to buy back the 'lost' pension by making an Additional Pension Contribution. In order to do so they must write to the RFO, however, there is no time limit and the entire cost will be met by the employee.

**30. DATA PROTECTION:**

All personal data relating to leave requests will be handled securely and in accordance with the Data Protection Act 2018 and UK GDPR.

*This is a non-contractual procedure which will be reviewed from time to time.*

## **ALIGNMENT OF CHIEF EXECUTIVE OFFICER (CEO) AND DEPUTY CHIEF OFFICER (DCO) JOB DESCRIPTIONS AND JUNE 2026 ORGANISATIONAL STRUCTURE**

### **Purpose**

To present a concise summary of the proposed alignment of the CEO and DCO job descriptions and the proposed June 2026 organisational structure for the Committee's consideration and recommendation to Full Council.

### **Background and approach**

A review has re-allocated wording and responsibilities to remove duplication while retaining every principal accountability from the existing job descriptions and make both job descriptions as succinct as possible without being too prescriptive. The aim is to preserve statutory duties with the CEO and give the DCO clear delegated operational responsibility, together with explicit escalation routes and recorded delegations.

### **Summary of proposed role allocation (unchanged in substance)**

#### **CEO - retained/principal responsibilities**

- Statutory functions: Proper Officer (section 112 LGA 1972) and statutory cemetery functions (burials; Exclusive Right of Burial; legal transfers; memorial safety).
- Responsible Finance Officer (RFO) retained by default; any reallocation requires Full Council decision and Scheme of Delegation amendment.
- Corporate leadership & strategy: corporate business plan, income generation, major partnerships, asset strategy, major contracts, capital approvals, final sign-off on senior appointments/restructures.
- Governance & compliance: Standing Orders, Financial Regulations, GDPR, FOI, H&S, risk registers, emergency plans and audit compliance.
- Oversight: final responsibility for matters reserved to the CEO; public-facing civic duties and senior representation.

#### **DCO - delegated/operational responsibilities**

- Committee lead: designated Lead Officer for Planning; Staffing; Youth; and Cemeteries, Open Spaces & Sustainability (excluding statutory cemetery oversight).
- Planning: practical planning responses and liaison with Waverley BC / Surrey CC / West Surrey UA; biodiversity and Climate Action Plan activity.
- Human resources (operational): recruitment, employee relations, appraisals, policy implementation, workforce planning; implementation of Staffing Committee decisions; escalate complex/strategic HR/legal matters to CEO.
- Youth service; communications & engagement; project delivery and budget monitoring within delegated financial thresholds.

### **Safeguards, delegation and line management**

- Major legal, financial and statutory cemetery matters must be escalated to the CEO.

- All delegated decisions to be recorded and reported to the CEO.
- The DCO will deputise for the CEO at meetings but may not sign/authorise actions reserved to the Proper Officer/RFO unless the Council authorises.
- Line-management aligns with the June 2026 organisational chart: CEO is senior line manager; DCO is senior direct report and operational lead for specified staff.

### **Recommendations for the Committee**

1. Note the alignment summary and that the draft job descriptions and organisational structure retain all principal accountabilities.
2. Recommend the proposed job descriptions and June 2026 organisational structure to Full Council for approval, subject to any minor drafting clarifications agreed by the Committee.

### **Appendices**

1. Proposed Chief Executive Officer Job Description
2. Proposed deputy Chief Officer Job Description
3. Current CEO job description
4. Current DCO job description
5. June 2026 organisational structure

## **CHIEF EXECUTIVE OFFICER (CEO) JOB DESCRIPTION**

Hours: 37 hours per week (including evening meetings as required)

Reports to: Chair of Staffing, Godalming Town Council

Responsible for (direct reports): Deputy Chief Officer; Finance Manager; Head of Youth Service, Events & Communications Officer.

### **Purpose**

The CEO is the statutory Proper Officer and Responsible Finance Officer (RFO) for Godalming Town Council (GTC). The postholder provides strategic leadership, ensures legal and financial compliance, leads the senior management team and protects the Council's corporate governance and public services.

### **Principal responsibilities**

#### Statutory & governance

- Act as the Proper Officer under section 112 LGA 1972: issue statutory notices and serve required notifications.
- Provide clear, objective advice to councillors on governance, Standing Orders, Code of Conduct and Declarations of Interest; identify and escalate compliance issues.
- Ensure compliance with Standing Orders, Financial Regulations, GDPR, FOI, Health & Safety, Accounts & Audit Regulations and other statutory requirements.

#### Finance & accountability

- Act as RFO unless formally delegated: prepare and monitor budgets, annual accounts, internal controls and support internal/external audit requirements.
- Ensure robust financial stewardship of reserves, transparent reporting and sound systems of internal control.

#### Strategy & partnerships

- Lead corporate strategy and business planning, identifying opportunities for income generation and partnership working to promote Godalming.
- Represent GTC with Waverley Borough Council, Surrey County Council, the West Surrey Unitary Authority, funders and other stakeholders at a senior level.

#### Operational leadership & staff

- Lead and line-manage the senior management team; ensure staff development, effective performance management and a positive, inclusive workplace culture.
- Retain responsibility for senior appointments, organisational restructure proposals and any matters reserved to the CEO in the Scheme of Delegation.

Corporate support & civic duties

- Ensure timely preparation of agendas, papers, minutes and press releases; maintain public access to Council services during office hours; support Mayor and civic events.

Cemeteries (statutory responsibilities)

- Retain statutory responsibility for cemeteries functions: burial records, Exclusive Right of Burial legal transfers, interment processes and memorial safety/testing. Coordinate operational support and delegate administrative tasks to officers where appropriate, but escalate statutory or legal issues to the CEO.

Risk, resilience & compliance

- Ensure risk registers, resilience and emergency plans are maintained, reviewed and tested; ensure Health & Safety compliance across Council activities.

Assets, contracts & major projects

- Oversee major contracts, property and asset decisions; ensure procurement and contract management align with Financial Regulations and value for money.

**Authority & delegation**

The Town Clerk holds delegated authority as set by the Council's Scheme of Delegation and retains authority over statutory duties (Proper Officer and RFO unless formally reallocated), cemeteries statutory matters and final sign-off for senior staffing changes and major financial commitments. The CEO will record delegated decisions and report them to Council.

## **DEPUTY CHIEF OFFICER (DCO) JOB DESCRIPTION**

Hours: 37 hours per week (including evening meetings as required)

Reports to: Chief Executive Officer

Responsible for (direct reports): Museum Curator; Operations & Compliance Officer; Office Administrator.

### **Purpose**

The Deputy Chief Officer (DCO) deputises for the CEO, acts as Lead Officer for Planning, Staffing and Youth Committee, and the Open Spaces & Sustainability Committee (with the exception of Cemeteries). The DCO is responsible for operational delivery across HR, planning support, environment and youth services and for implementing committee decisions within delegated authority.

### **Principal responsibilities**

#### Committee leadership (delegated)

- Act as designated Lead Officer for Planning Committee; Staffing Committee; Youth Committee; and Cemeteries, Open Spaces & Sustainability Committee. Prepare agendas, reports and officer recommendations in line with Standing Orders and statutory requirements.
- Attend and present at committee meetings, ensure decisions are implemented and provide clear briefings to councillors.

#### Planning

- Monitor and respond to planning applications and strategic proposals; advise members and liaise with Waverley BC, Surrey CC, the West Surrey UA and statutory consultees.
- Ensure that the Godalming & Farncombe Neighbourhood Plan remains relevant and delivered in line with GTC and community requirements;
- Support biodiversity, climate action and community-led environmental projects and help deliver GTC's Climate Action Plan.

#### Human resources & staffing

- Lead recruitment, employee relations, appraisals, policy development, training needs assessment and workforce planning. Ensure employment-law compliance and consult external HR advisers as necessary.
- Implement Staffing Committee decisions and manage day-to-day HR matters within delegated authority; escalate strategic or complex HR issues to the CEO.

#### Youth services

- Oversee the Youth Committee and monitor service quality and budgets.

Corporate communications & engagement

- Oversee implementation of Communications Strategy; manage public consultations, website, social media and stakeholder engagement for committees in remit.

Operational compliance & deputising

- Ensure compliance with GDPR, FOI, Health & Safety and Financial Regulations within areas of responsibility; assist with audit, procurement and contract oversight. Deputise for the CEO at Full Council and other senior meetings as required.

Project delivery & funding

- Lead delivery of projects linked to areas of responsibility; prepare costings, business cases and seek external funding. Monitor assigned budgets and report variances to the CEO.

Cemeteries & open spaces

- Provide committee oversight and operational management for open spaces and recreation grounds. For statutory cemetery functions (burials, Exclusive Right of Burial, legal transfers, memorial testing) ensure coordination with the CEO and follow statutory guidance; escalate legal or statutory matters to the CEO as required.

Line management & staff development

- Manage, mentor and appraise direct reports; ensure staff health, safety and training; maintain effective one-to-ones and performance management.



## **JOB DESCRIPTION**

<b>Job Title:</b>	Town Clerk and Responsible Finance Officer
<b>Location:</b>	Godalming Town Council, 107-109 High Street, Godalming, Surrey, GU7 1AQ
<b>Reports To:</b>	Chair of Godalming Town Council
<b>Responsible for:</b>	Finance & Corporate Services Officer, Community & Communications Officer, Operations & Compliance Officer, Head of Youth Services Museum Curator, Support Services Executive
<b>Hours of Work:</b>	<b>37 hours per week</b> Monday – Thursday 8.30am – 5.00pm Friday 8.30 9.00am – 4.30pm (alternate Fridays) (flexibility in hours as agreed with the Chair of Staffing)

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### **1. Principal Responsibilities**

The Town Clerk is the Proper Officer and Responsible Finance Officer (as required by section 112 of the Local Government Act 1972) for Godalming Town Council (GTC) . The Town Clerk will carry out these statutory duties guiding and assisting GTC/JBC in meeting their legal and financial obligations.

### **2. Job Context**

The Town Clerk will advise on the strategic development for GTC and develop further opportunities, in partnership with the business community & other stakeholders, to encourage investment in and the promotion of Godalming. This role is instrumental in supporting GTC to develop and implement the Town's strategic policies on legal and related issues, assisting in the implementation of the development of new processes or structures and dissemination of timely communications within GTC, the Town and wider society.

As the principal executive and primary employee of the Council, the Town Clerk is the officer responsible for the administration of the financial affairs of GTC and plays a crucial role in maintaining the continuity and efficiency of the management and administration of both organisations. The Town Clerk will lead and manage GTC and develop the skills and effectiveness of the town council staff. The Town Clerk will ensure effective business plans are in place to facilitate: -

- customer facing service delivery;
- income generation; and
- working in partnership with a range of organisations to deliver services that communities identify are priorities for them.

The Town Clerk is required to give clear guidance to councillors, including the chair, before decisions are reached even when that guidance may be unpopular and/or contrary, offering advice and guidance on governance, ethical and procedural matters. The clerk must also liaise with a range of officers at Waverley Borough Council, Surrey County Council and other local and national organisations.

The Town Clerk is an independent and objective employee of GTC who takes instructions from the corporate body and must recognise that GTC is responsible for all decisions. As the Proper Officer of the Council, the Town Clerk has a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by statute.

### **3. Principal Accountabilities**

#### **3.1. Key Responsibilities**

- Ensure statutory, best practice and other provisions governing or affecting the running of the GTC are observed;
- Ensure GTC corporate business plan is implemented and advise on the plan's future strategic development. Develop further opportunities, in partnership with the business community & other stakeholders, to encourage investment in and the promotion of Godalming;
- Ensure that the overall GTC budget and strategic financial considerations are linked to the development of the service and business planning;
- Ensure that the Responsible Financial Officer responsibilities are carried out and that the necessary statutory and fiscal obligations are delivered;
- Ensure a corporate culture is developed which combines the operational functions into a cohesive and aligned service delivery model;
- Ensure GTC policies recognise equality and diversity and allow opportunities for all;
- Ensure every function of GTC addresses the need for customer care and is transparent in the delivery of GTC policies and services.

#### **3.2. Governance and Monitoring**

- Monitor the implementation of GTC policies and ensure they are effective and where appropriate suggest modifications;

- Ensure compliance with all regulatory and statutory requirements in connection with GTC business. Bringing to the attention of councillors where their compliance is required e.g. declarations and register of interests;
- Ensure GTC's obligations for risk assessment are properly undertaken and implemented. Ensure that GTC's resilience and emergency plans are fit for purpose and up to date;
- Ensure GTC obligations with regard to data protection and freedom of information are properly undertaken and implemented;
- Ensure GTC obligations with regard to Health and Safety are properly undertaken;
- Ensure that GTC's Health and Safety Policy is updated each year and duly implemented once approved.

### **3.3 Financial**

- Ensure GTC financial obligations are met and that GTC will meet their finance and policy objectives. To ensure that all the accounts conform with the requirements of the necessary Accounts & Audit Regulations, GTC's Financial Regulations and Standing Orders;
- Ensure that financial management is adequate and effective and that GTC has a sound system of internal control which facilitates the effective exercise of GTC's functions, including arrangements for the management of risk.

### **3.4 Strategic Development**

- Develop a close working relationship with the Town Council partners and the wider community to deliver innovative and effective community initiatives;
- Build community capacity to improve the economic, social and environmental well-being of Godalming and to develop further opportunities, in partnership with the business community & other stakeholders, to encourage investment in, and the promotion of, Godalming;
- Studying reports and other data on the activities of GTC and on matters relevant to those activities. Where appropriate to discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by GTC;
- Collating and reporting on initial analysis of financial and numerical data sets (such as trend analysis) in relation to Town Council projects or committee queries;
- Drawing up under suggestion from councillors and on own initiative proposals for consideration by GTC and advise on the feasibility and the likely impact on specific courses of action.

### **3.5 Corporate Support Services**

- Ensure that the Corporate Support Services' processes and functions are efficient and aligned to the strategic objectives of GTC;
- Ensure the receipt and screening of all incoming calls, post and e-mails, and dealing or redirecting as appropriate. Receiving correspondence and documents on behalf of GTC and responding appropriately or bringing such items to the attention of GTC. To ensure the issue of correspondence as a result of instructions from GTC or in line with the known policy of GTC;
- Facilitating effective and timely programme management for designated projects;
- Liaise with press and media. Prepare and disseminate press releases in consultation with the Chairman of Council/Leader of the Council/Committee Chair as appropriate about the activities and decisions of GTC. Uploading relevant documents on to the Town Council website and other mediums as required;
- To issue notices and ensure timely preparation of agendas papers and minutes for all GTC formal meetings: to attend the meetings and to implement the decisions that are agreed by GTC;
- Providing administrative support for the meetings of GTC (Council meetings, committees, sub-committees, Ad-hoc Committees, Task & Finish Groups and working groups) as required;
- Interacting with councillors, external participants and the public;
- Arranging venues and making arrangements as required;
- Liaising with The Chair of committees over preparation of agendas and Chair's notes;
- Advising and assisting councillors in the preparation of papers to be submitted (presentation and style);
- Editing, printing, collation and distribution of agenda and papers;
- Attending meetings and taking adequate meeting notes including recording the business of the meeting;
- Preparing and circulating minutes; and
- Archiving paper and electronic records of the business of the meeting.

### **3.5 Cemeteries**

- Work with the Corporate & Support Services team to ensure the keeping of accurate records of burials and memorials, issue relevant documents. To work with funeral directors and other stakeholders to ensure that burials are undertaken correctly and within the law, including the preparation of documents for legal transfer of the Exclusive Right of Burial. To arrange the undertaking of memorial testing and ensure records are kept and appropriate action taken;

- Ensure cemetery grounds maintenance contract(s) are properly managed. To include:
  - necessary specifications and obtaining competitive quotes (in accordance with GTC Financial Regulations and Standing Orders);
  - assessing estimates from contractors and other third parties and advising the GTC appropriately; and
  - liaising with the Operations & Compliance Manager / Maintenance Supervisor to ensure the proper managing and supervision of agreed works.
- Ensure that the sexton function with regard to interments at the JBC cemeteries, marking graves to be dug and attending at the interment is carried out effectively.

### **3.6 Supervision of Others**

- Supervising the work of other employees as their line manager in keeping with the policies of the council;
- To undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

### **3.7 Other Responsibilities**

- Ensure that the Godalming & Farncombe Neighbourhood Plan remains relevant and delivered in line with GTC and community requirements;
- Acting as the first point of contact and representative of GTC and when required, liaising confidently, effectively and professionally with people at all levels;
- To instruct contractors to undertake agreed activities on behalf of GTC and to monitor their performance to ensure they are achieving the desired result;
- Ensure the office is open to the general public on weekdays between 10.00am to 3.00pm Monday to Friday ;
- Support the Mayor and Deputy Mayor in the performance of their duties;
- To organise: -
  - (with the Parade Marshall) the annual Remembrance Parade & Service and attend on Remembrance Sunday;
  - other civic functions and attend as required;
  -

## **4. General Health & Safety**

While at work, all staff are required to: -

- Take care of their own health and safety and that of others who may be affected by their acts and omissions; and

- observe GTC policies and procedures for health and safety;
- In addition to the above as a line manager there is the responsibility to: -
  - Ensure, so far as is reasonably practical, the health, safety and well-being of staff and others who may be affected by GTC activities; and
  - be familiar and comply with GTC policies and procedures for health and safety.

## 5. Knowledge, Skill and Experience

- The post holder will be required to actively seek to acquire, update and maintain the necessary professional knowledge and skills required for the efficient management of the affairs of the GTC;
- To attend training courses, development sessions, local and national conferences on the work and role of the Town Clerk as required by GTC;
- If not already held, to work towards gaining the Certificate in Local Council Administration – to be completed within the first year of office and thereafter other such like qualifications as would be of benefit to the role.

## 6. Additional information

- Post holder duties may include travel within the Town/Borough/County. Travel allowance will be paid in accordance with the HMRC approved rates;
- There is a specific requirement to attend evening meetings of GTC/JBC (typically 7pm - 10pm), and also some ancillary committee meetings that take place in the evenings.
- Additionally, there may be a requirement to attend Borough or County meetings (relating to the administration of the Town in the wider context of the Borough/County) in the evening when they occur on an ad hoc basis.

**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.



## **JOB DESCRIPTION**

<b>Job Title:</b>	Deputy Chief Officer (HR, Environment & Planning)
<b>Short Job Title:</b>	Deputy Chief Officer
<b>Location:</b>	Godalming Town Council, 107-109 High Street, Godalming, Surrey, GU7 1AQ
<b>Reports To:</b>	Chief Executive Officer
<b>Responsible for:</b>	Support Services Executive, Communications and Community Officer
<b>Hours of Work:</b>	<b>37 hours</b> Core office hours Monday – Thursday 9.00am – 5.00pm Friday 9.00am – 4.30pm  (Some flexibility in hours is required)

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### **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.

Name:

Signed \_\_\_\_\_

Date \_\_\_\_\_

## PERSON SPECIFICATION

### Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Certificate in Local Council Administration (CiLCA)	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.

# Godalming Town Council - Organisational Chart - Proposed June 2026

