

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 10 SEPTEMBER 2026**

* Councillor Heagin - Chair
* Councillor Crowe - Vice Chair
0 Councillor C Downey
* Councillor Duce
Councillor Weightman

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

249.100926
MINUTES

The Minutes of the Meeting held on 11 June 2026 were signed by the Chair as a correct record.

250.100926
APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

251.100926
DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

252.100926
PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 5.

253.100926
QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

254.100926
WORK PROGRAMME

Members considered the Committee's work programme and agreed the following amendments:

- Service Area Visits – to be conducted by Staffing members every July/August.
- Staffing Planning – this should be undertaken every September for budget planning purposes.

No new items were added to the work programme. The amended work programme is attached to the record minutes.

255.100926

BUDGET MONITORING

Members noted the RFO's Budget Monitoring Reports and agreed the following:

- a. The transfer of direct staffing costs from Cost Centre 106 to Cost Centre 301, so that income and expenditure are correctly aligned.
- b. For the 2027/28 budget, the expenditure set against nominal code 4014 (Sexton Duty) will be allocated to the Direct Staff Cost nominals 4001 - 4003.
- c. For the 2027/28 budget, the HR budget will be identified under its own unique nominal code to improve clarity, oversight and accountability.

256.100926

REVIEW OF POLICY DOCUMENTS

Members noted that the next policy document to review, in line with the published work programme, is the Flexible Working Policy. This will be reviewed by Cllr Duce and will be considered at the Staffing Committee meeting scheduled for 12 November 2026.

257.100926

STAFFING PLANNING 2025-2028

Members noted that there are currently no changes anticipated to the FTE position of the Council staff.

258.100926

REVISED MODEL CONTRACT OF EMPLOYMENT

Members reviewed the amended contract and recommended it to Full Council for adoption, whilst noting that the contract should be implemented for all future appointments under Green Book terms. Whilst GTC also has employees under the JNC 'Pink Book', the model contract will be equally applicable with appropriate adjustments to reflect the minor differences such as leave entitlement.

259.100926

2026-27 NATIONAL JOINT COUNCIL PAY AWARD

Members resolved to recommend to Full Council:

- a. That Full Council approves the NJC negotiated National Salary Award.
- b. That Full Council authorises that any settlement reached by the JNC that is equal to or less than that agreed by the NJC may be signed off for payment by the CEO without the matter first being brought to a scheduled or extraordinary meeting of the Full Council.

260.100926

RECRUITMENT

Members received a verbal updated from the Chair on recruitment.

261.100926

COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters to be publicised.

262.100926

DATE OF NEXT MEETING

Members agreed to change the date of the next meeting. The next meeting of the Staffing Committee is now scheduled to be held in the Council Chamber on Thursday, 26 November 2026 at 7.30pm or at the conclusion of the preceding Management Committee, whichever is later.

263.100926

ANNOUNCEMENTS

There were no announcements.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM(S) 15 and 16 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E. STAFFING MATTERS.

264.100926

STAFF GRADING

Members considered the report from the CEO relating to current Staff Grades and approved the recommendation therein. In considering changes to staff gradings, Members were informed about a separate staffing matter, and agreed that following appropriate internal processes, there may be a need for any resultant recommendations to be considered directly by Full Council. This was agreed by the Staffing Committee.

265.100926

SALARY BUDGET FOR 2027-2028

Members authorised the Chair to sign off Version 2 of the proposed 2027/28 salary budget, which has been prepared based on all current decisions of the council, allowing for an inflationary increase of 3% on 2026/27.

8. STAFFING COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	COMMENT	
Staff Meeting	Service area visits to be undertaken annually in July/August	Doodle polls to be sent out seeking dates once committee membership has been agreed by Full Council in May	
Staffing Planning 2025-2028	Each Service Committee must provide staffing requirements to the Staffing Committee in time for consideration at the September Staffing meeting.		
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	Further consideration of policies in September 2026	
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.	
POLICY REVIEWS <i>to be updated following review on this agenda</i>	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Leave Policy		4 July 2019/ Reviewed February 2026	Q1 2028
Disciplinary Procedure		13 January 2022 Reviewed February 2026	Q1 2028

POLICY REVIEWS <i>to be updated following review on this agenda</i>	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Grievance Policy		13 January 2022 Reviewed February 2026	Q1 2028
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	Cllr Duce	Reviewed 23 May 2024	12 Nov 26
Statement of Staff Management		Reviewed 13 November 2025	

POLICY REVIEWS <i>to be updated following review on this agenda</i>	PERSON UNDERTAKING REVIEW	DATE ADOPTED/ LAST REVIEWED	REVIEW DATE
Exercise of Employer Discretions		Reviewed 14 May 2026	
IT, Cyber Security & Acceptable Use Policy		Reviewed 12 February 2026	