

# GODALMING TOWN COUNCIL

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

21 July 2017

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 27 JULY 2017 at 7.30pm or at the conclusion of the preceding Audit Committee, whichever is later.

Andy Jeffery  
Acting Town Clerk

Committee Members: Councillor Walden – Chairman  
Councillor A Bott – Vice Chairman  
Councillor Poulter  
Councillor Williams  
Councillor Gray  
Chairman of Policy & Management (*ex officio*)

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the Extraordinary meeting held on the 15 June 2017, a copy of which has been circulated previously.

### 2. APOLOGIES FOR ABSENCE

### 3. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

### 4. WORK PROGRAMME

Members to review the updated work programme and agree priority dates for the review of policies by the council's external HR provider

Members are requested to consider the recommendation from the Policy & Management Committee that the Staffing Committee review the payment of all professional subscriptions (List of current subscriptions to be tabled for Members information) in order to make appropriate recommendations to that committee. If Members agree the request it is recommended that this item be added to the work programme with a target date for completion.

5. STAFF ABSENCES

In accordance with Standing Order 146 a summary report of staff absences up to 30 June 2017 is attached for the information of Members

6. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 21 September 2017 at 7.00 pm in the Council Chamber.

7. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

THE COMMITTEE MAY WISH TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

8. STAFFING STRUCTURES AND RESOURCES

Following the external independent review of the Resources Working Groups report by SSALC, Members to receive an update from the Chairman of the Resources Working Group relating to the review and consider any recommendation to be taken forward to the Policy & Management Committee.

4. STAFFING SUB-COMMITTEE – WORK PROGRAMME – 27 July 2017

<b>TASK</b>	<b>PROGRESS</b>	<b>LAST REVIEW DATE</b>	<b>TARGET DATE COMPLETION DATE</b>	<b>ACTUAL COMPLETION DATE</b>
Absence Policy	To be externally reviewed	9 Feb 2015		
Appraisal Scheme	Reviewed by external HR complete, adopted by Full Council on 20 July 2017	20 July 2017		
Bullying & Harassment Policy	To be externally reviewed	31 Mar 2016		
Code of Conduct – IT Facilities	To be externally reviewed	13 Sept 2001		
Disciplinary Procedures	To be externally reviewed	6 June 2013		
Employee Code of Conduct	To be externally reviewed	6 Jun 2013		
Equality & Diversity Statement	To be externally reviewed	27 Mar 2014		
Grievance Procedures	To be externally reviewed	21 Mar 2013		
Health & Safety Policy	To be externally reviewed	31 Mar 2016		
Training Statement of Intent	To be externally reviewed	30 Apr 2009		

**GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2017 TO JUNE 2018**

	APRIL	MAY	JUNE	CUMULATIVE	2016/17	2015/16	2014/15	2013/14
	Hours	Hours	Hours	Hours				
Available Working Hours	587.4	641.6	671.2	<b>1,900.2</b>	10,116.6	10,944.6	9,281.1	8,610.8
Annual Leave Taken	30.4	49.4	77.7	<b>157.5</b>	1,056.6	1,132.2	994.6	927.3
Sick Leave Taken	-	-	-	-	33.3	547.7	404.2	47.3
Other Authorised Absence	1.0	-	-	<b>1.0</b>	17.2	32.8	32.0	12.5
Net working hours	556.0	592.2	593.5	<b>1,741.7</b>	9,009.5	9,231.9	7,850.3	7,623.7
Net working hours as % of available hours	95%	92%	88%	<b>92%</b>	89%	84%	85%	89%
Sick Leave as a % of Available Hours	0.0%	0.0%	0.0%	<b>0.0%</b>	0.3%	5.0%	4.4%	0.5%
Annual Leave taken as a % of Total Annual Leave	4%	6%	9%	<b>18%</b>	84%	82%	84%	83%

Notes:

Annual Leave 2017/18 - Full Year				<b>794.6</b>	1051.6	1154.4	992.6	936.5
Annual Leave b/f from 2016/17				<b>69.6</b>	199.8	181.3	186.4	177.2
Total Annual Leave Available - Full Year				<b>864.2</b>	1251.4	1335.7	1179.0	1113.7

All figures are expressed in hours



**GODALMING TOWN COUNCIL**

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> in the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.