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107-109 High Street
Godalming
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16 May 2025

I HEREBY SUMMON YOU to attend the **STAFFING COMMITTEE** Meeting to be held in the Mayor's Parlour on THURSDAY, 22 MAY 2025 at 6.45pm or on completion of the preceding Audit Committee, whichever is earlier.

Andy Jeffery

Andy Jeffery
Town Clerk

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Committee Members: Councillor S Downey – Vice Chair
Councillor Heagin – Chair
Councillor Holliday
Councillor Kiehl
Councillor Weightman
Chair of Policy & Management (*ex officio*)

AGENDA

1. **ELECTION OF COMMITTEE CHAIR**

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

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

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

3. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 17 April 2025, a copy of which has been circulated previously.

4. **APOLOGIES FOR ABSENCE**

5. **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.

6. **DEPUTY CHIEF OFFICER – JOB DESCRIPTION**

- a. Members to review the Job Description and Personnel Specification for the Deputy Chief Officer's position (to be tabled at the meeting) and if minded, resolve to agree the Job Description and Personal Specification to support recruitment to the post.

- b. Members to agree process and timescale for recruitment to the Deputy Chief Officer's role.
- c. Members to resolve to agree to recommend the Policy & Management Committee authorise a salary budget uplift for cost centre 101 (Head Office Costs) for the posts agreed SCP level (to be considered at the P&M meeting of 5 June).

7. COMMUNICATIONS ARISING FROM THIS MEETING

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

8. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 10 July 2025 at 7.00pm (venue to be confirmed).

9. 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 10 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

10. STAFFING MATTERS

Members to receive a report from the Committee Chair on any staffing matter of a confidential nature.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or other registerable interest (non-pecuniary interest) in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

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

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

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

Agenda No.	Subject	Disclosable Pecuniary Interests	Other Registerable Interests (Non-Pecuniary Interests)	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

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

³ A registerable interest (non-pecuniary interest) is defined by Section 9 of the Godalming Members' Code of Conduct.