

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

26 September 2016

I HEREBY SUMMON YOU to attend the **STAFFING SUB COMMITTEE** Meeting to be held in the The Pepperpot, High Street, Godalming on MONDAY, 3 OCTOBER 2016 at 6.00pm.

Louise P Goodfellow
Town Clerk

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

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 8 September 2016, 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 consider the Committee's Work Programme.

5. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 1 December 2016 at 6.00 pm in the Council Chamber.

6. 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.

7. STAFFING MATTERS

Members to consider a confidential oral report.

4. STAFFING SUB-COMMITTEE – WORK PROGRAMME

| TASK | PROGRESS | TARGET COMPLETION DATE | ACTUAL COMPLETION DATE |
|---|--|-------------------------------|-------------------------------|
| Review of Code of Conduct – IT Facilities | This code to be part of an external review of staffing policies | | |
| Review Health & Safety Policy | Reviewed without amendment on 11 February 2016. Recommended to P&M for onward recommendation to Full Council. Agreed by Full Council 31 March 2016 | 11/02/16 | 31/03/16 |
| Review Bullying & Harassment Policy | Reviewed without amendment on 11 February 2016. Recommended to P&M for onward recommendation to Full Council. Agreed by Full Council 31 March 2016 | 11/02/16 | 31/03/16 |
| Review Appraisal Scheme | | | |
| Review Code of Conduct | | | |
| Review Disciplinary Procedures | | | |
| Review Grievance Procedures | | | |
| Review Equality & Diversity Statement | | | |

| TASK | PROGRESS | TARGET COMPLETION DATE | ACTUAL COMPLETION DATE |
|------------------------|-----------------|---------------------------------------|---------------------------------------|
| Review Absence Policy | | | |
| Review Training Policy | | | |

LIST OF STAFFING & OTHER RELEVANT POLICIES

| Policy Document | Finalised By | Date Finalised |
|--------------------------------|------------------------|-----------------------|
| Absence Policy | P&M | 9 February 2015 |
| Appraisal Scheme | Staffing Sub Committee | 1 February 2013 |
| Bullying & Harassment Policy | Full Council | 31 March 2016 |
| Code of Conduct | P&M | 6 June 2013 |
| Code of Conduct IT Facilities | Full Council | 13 September 2001 |
| Disciplinary Procedures | P&M | 6 June 2013 |
| Equality & Diversity Statement | Full Council | 27 March 2014 |
| Grievance Procedures | Full Council | 21 March 2013 |
| Health & Safety Policy | Full Council | 31 March 2016 |
| Training Statement of Intent | Full Council | 30 April 2009 |

GODALMING TOWN COUNCIL

Disclosure by a Member¹ 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]² [a 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 Interest | Non-Pecuniary Interest | 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 non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.