

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

24 March 2017

I HEREBY SUMMON YOU to attend the Extraordinary **STAFFING SUB COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 30 MARCH 2017 at 7.30pm or at the conclusion of the preceding Full Council meeting, whichever is later.

Andy Jeffery  
Acting 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 9 February 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. APPRAISAL POLICY

Members to receive a revised draft of the Staff Appraisal Policy for consideration and recommendation to the Policy & Management Committee on 6 April 2017 (revised draft to be tabled at the meeting).

### 5. RESOURCES WORKING GROUP

Members to receive an oral update for information from the Chairman on the work of the Resources Working Group.

### 6. HR SUPPORT TO GODALMING TOWN COUNCIL

Members to agree the specification for contracted HR support for Godalming Town Council (draft specification to be tabled at the meeting).

7. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 8 June 2017 at 7.30 pm in the Council Chamber or at the conclusion of the preceding Planning & Environment Committee, whichever is later.

8. 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.

9. STAFFING UPDATE

Members to receive an oral update from the Chairman on current staffing matters.

## 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.