

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 22 MAY 2025**

0 Councillor S Downey – Vice Chair
* Councillor Duce
* Councillor Heagin – Chair
* Councillor Holliday
* Councillor Weightman
* Councillor Follows (*ex officio*)

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

52. ELECTION OF CHAIR

On the proposition of Councillor Follows, seconded by Councillor Duce, Councillor Heagin was nominated to be elected as the committee Chair; there being no other nominations it was resolved unanimously that Councillor Heagin be elected as Chair of the Staffing Committee for the local government year 2025/26.

53. ELECTION OF A VICE-CHAIR

On the proposition of Councillor Heagin seconded by Councillor Follows, Councillor S Downey was nominated to be elected as the committee Vice-Chair; there being no other nominations it was resolved unanimously that Councillor S Downey be elected as Vice-Chair of the Staffing Committee for the local government year 2025/26.

54. MINUTES

The Minutes of the Meeting held on 17 April 2025 were signed by the Chair as a correct record.

55. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Cllr C Downey substituted for Cllr S Downey.

56. 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.

57. DEPUTY CHIEF OFFICER – JOB DESCRIPTION

- a. Members reviewed the Job Description and Personnel Specification for the Deputy Chief Officer's position and following amendments, resolved to agree the Job Description and Personal Specification to support recruitment to the post.
- b. Members agreed the process and timescale for recruitment to the Deputy Chief Officer's role.
- c. Members resolved to agree to recommend the Policy & Management Committee authorises a salary budget uplift for cost centre 101 (Head Office Costs) for the agreed SCP level (to be considered at the P&M meeting of 5 June).

58. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters, discussed at the meeting, that are to be publicised.

59. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 10 July 2025 at 6.30pm in Waverley Borough Council's Committee Room 1.

60. 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) 10 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

61. STAFFING MATTERS

Members received a report from the Committee Chair on confidential staffing matters and agreed to a course of action.