

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 23 MAY 2024**

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

Substitute: Cllr Duce substituted for Cllr Kiehl

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

65. ELECTION OF CHAIR

On the proposition of Councillor Follows, seconded by Councillor Weightman, 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 2024/25.

66. ELECTION OF A VICE-CHAIR

On the proposition of Councillor Follows, seconded by Councillor Duce, 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 2024/25.

67. MINUTES

The Minutes of the Meeting held on 15 February 2024 were signed by the Chair as a correct record.

68. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

69. 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.

70. WORK PROGRAMME

Members considered the Committee's work programme, and no new items were added to the work programme. The amended work programme is attached to the record minutes.

71. STAFF ABSENCES & TOIL

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted no cause for concern.

Members debated the purpose of these reports and resolved to agree that as the Council's Leave Policy sets out a mechanism for ensuring leave and TOIL are appropriately managed, that concerns on outstanding leave, long term or frequent sickness or excess TOIL will be

reported by exception along with a report to the autumn meeting of the committee as to whether it has been necessary to instigate any leave plan requirements as set out in the Council's Leave Policy.

72. REVIEW OF POLICY DOCUMENTS

Following agreement to amend the Code of Conduct IT Facilities to simplify the description of digital communication devices, Members resolved that the policies listed below remain extant.

Disciplinary Policy	Cllr Heagin
Grievance Policy	Cllr Heagin
Code of Conduct IT Facilities	Cllr Follows
Social Media Policy	Cllr Kiehl
Training Statement of Intent	Cllr S Downey
Dignity at Work Policy	Cllr Heagin

Having reviewed changes in legislation enacted on 6 April 2024, which required amendments to the Leave Policy and Flexible Working Policy documents, Members agreed to approve the amended documents (attached to the record minutes).

73. COMMUNICATIONS ARISING FROM THIS MEETING

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

74. DATE OF NEXT MEETING

Due to the rescheduling of the Environment & Planning and Policy & Management Committee meetings from 4 July to 11 July, Members agreed the next ordinary meeting of the Staffing Committee should be rescheduled, to either Wednesday 10 July or Thursday 18 July to be determined following the outcome of a Doodle poll of members' availability. The meeting to be held at 7.00pm in the Pepperpot.

75. 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) 12 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

76. STAFFING MATTERS

Members received a verbal report and briefing paper from the Town Clerk regarding proposed arrangements relating to provision of financial administration and corporate services support and agreed to hold an Extraordinary meeting of the Staffing Committee in the Council Chamber, on Thursday, 13 June at 7.00pm or on completion of the proceeding meeting of the Environment & Planning Committee, whichever is later.