

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON THE 3 MAY 2018**

* Councillor Cosser – Chairman
* Councillor Gray – Vice Chairman
* Councillor Poulter
0 Councillor Williams
Councillor Walden
* Councillor Reynolds (*ex officio*)

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

534. MINUTES

The Minutes of the Meeting held on 8 March 2018 were signed by the Chairman as a correct record.

535. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Councillor Noyce was accepted as substitute for Councillor Williams.

536. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY 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.

537. WORK PROGRAMME

Members considered the Committee's work programme and agreed that the review of the policies identified on the work programme should be completed by the end of the 8 November 2018. Members further agreed that all staffing related policies should be reviewed at least once in a three year period.

538. STAFF ABSENCES

Members noted the summary report of staff absences in accordance with Standing Order 146 and noted no cause for concern. Members requested that future end of year staff absence reports should be accompanied by a narrative report highlighting any issues or significant differences and the reasons for them in comparison from previous years.

539. POLICY REVIEWS – LEAVE POLICY AND ABSENCE & SICK PAY POLICY

Members to resolve to RECOMMEND the adoption of the Leave Policy and Absence & Sick Pay Policy to Full Council.

540. POLICY REVIEWS – TRAINING STATEMENT OF INTENT

Members reviewed the Training Statement of Intent and resolved, subject to the amendments agreed at the meeting, that the Training Statement of Intent should be RECOMMENDED for adoption by Full Council (amended document attached to the record minutes).

541. HR SERVICE PROVIDER SUPPORT

In order to complete the review of staffing policies indicated on the work programme, Members resolved to agree to extend the current provision of HR support with HR Services Partnership on a monthly retained basis for a further 12 Months. The cost of the service to be allocated against professional fees.

542. PAY AWARDS

Members resolved to RECOMMEND to Full Council the implementation in full of the 2018/2019 pay award as recommended by the National Association of Local Councils. Additionally Members resolved to RECOMMEND to Full Council that alignment of the recently TUPE'd staff's salaries to the closest NJC scale.

543. APPOINTMENT OF APPRAISAL PANEL FOR THE TOWN CLERK

In accordance with the 'Statement on Staff Management', Members agreed that the Chairman of this Committee and the Chairman of the Policy & Management Committee would undertake the Town Clerk's appraisal. Additionally, Members resolved that the two Chairman nominated to conduct the Town Clerk's appraisal should have the delegated responsibility, based on the agreed priorities of the Council, to set the SMART objectives for the Town Clerk.

544. TIME MANAGEMENT

In order to evaluate the practicality of use and the appropriateness of the information recorded, Members agreed that the Town Clerk should undertake a month's trial of a task recording software in order to determine the practicalities and to explore the varying levels of the application and the costs of implementation to all council staff positions.

545. COMMUNICATIONS ARISING FROM THIS MEETING

No items were identified for requiring additional publicity.

546. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 21 June 2018 at 7.00 pm in the Council Chamber.

547. ANNOUNCEMENTS

There were no announcements.

THE COMMITTEE RESOLVED 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.

548. ADDITIONAL WORKED HOURS AND TOIL ARRANGEMENTS

Members received an update from the Chairman in relation to additional hours and TOIL arrangements.