

# GODALMING TOWN COUNCIL

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Municipal Buildings  
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1 February 2013

I HEREBY SUMMON YOU to attend the **STAFFING SUB COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 7 FEBRUARY 2013 at 6.30 pm.

Louise P Goodfellow  
Town Clerk

Committee Members: Councillor Robinson – Chairman  
Councillor Williams – Vice Chairman  
  
Councillor C Gordon-Smith  
Councillor Hunter  
Councillor T Martin (*ex officio*)  
Councillor Lister (*co-opted*)

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 13 December 2012, 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

The Sub-Committee's work programme is attached for the information of Members. Of the three items for progress at this meeting one item, review of the Grievance Procedure, is included on this agenda. It is proposed that two items, review of the Disciplinary Procedure and review of the Employee Code of Conduct, be deferred until the next meeting of this Sub-Committee. In the meantime it is suggested that two more pressing items, Managing Sickness & Return to Work and Appraisal Scheme – Review of Explanatory Notes, be added to the work programme and those two items are included on this agenda.

### 5. REVIEW OF GRIEVANCE PROCEDURE

The current grievance procedure is attached for the information of Members. Members are asked to review the procedure, particularly in the light of recent experience of operating the

procedure, and to make recommendations for amendment. Such recommendations to be the subject of consultation with staff and onward recommendation to Policy & Management Committee and Full Council.

6. MANAGING SICKNESS ABSENCE AND RETURN TO WORK

Godalming Town Council does not currently have a Management of Absence Policy.

Members are asked to consider guidance published by the Health & Safety Executive (HSE) on "Managing sickness absence and return to work in small businesses" that guidance is attached for the information of Members.

Members are also asked to consider a draft Management of Absence Policy for Godalming Town Council also attached for the information of Members.

7. APPRAISAL SCHEME – REVIEW OF EXPLANATORY NOTES

An amendment is proposed to the explanatory notes for the staff appraisal scheme. Those notes are attached for the information of Members and the amendment proposed is an additional paragraph at the bottom of the first page – marked by square brackets thus [...] and italic script.

The Town Clerk suggests that the proposed amendment does not materially change the appraisal scheme but does clarify its purpose and therefore, subject to agreement by staff, does not need to be put forward through the Policy & Management Committee to the Full Council.

Members are asked to agree the proposed amendment and to instruct the Town Clerk to consult her colleagues about the amended notes.

8. DRAFT STANDING ORDERS – SECTION 20: MATTERS AFFECTING COUNCIL STAFF

Members to consider the wording of the section of the new draft standing orders for Godalming Town Council that relates to matters affecting council staff. The relevant Section, Section 20, is attached for the information of Members.

A full version of new draft standing orders will be the subject of a report to the Policy & Management Committee on 21 February 2013 and Members are invited to consider whether they would wish to make any observations on section 20 of the document to the parent committee.

9. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 23 May 2013 at 6.30 pm in the Town Clerk's office.

10. 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.

11. STAFFING MATTERS

Members to consider two confidential oral reports, from the Vice-Chairman on behalf of the Investigating Panel (Confidential Minute 214-12 refers) and the Town Clerk.

## 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.