

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE  
HELD ON THE 7 FEBRUARY 2013**

0	Councillor Robinson – Chairman
*	Councillor Williams – Vice Chairman
0	Councillor C Gordon-Smith
*	Councillor Hunter
*	Councillor T Martin ( <i>ex officio</i> )
*	Councillor Lister ( <i>co-opted</i> )

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

338. MINUTES

The Minutes of the Extraordinary Meeting held on 13 December 2012 were signed by the Chairman as a correct record.

339. 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.

340. WORK PROGRAMME

Members considered the Sub-Committee's work programme. Members agreed the Town Clerk's proposal that two items, review of the Disciplinary Procedure and review of the Employee Code of Conduct, programmed for consideration at this meeting should be deferred until the next meeting of this Sub-Committee; two more pressing items, Managing Sickness & Return to Work and Appraisal Scheme – Review of Explanatory Notes were added to the work programme. A new target completion date of 19 September 2013 was agreed for the final drafting of the Office Procedures Manual and an Actual Completion Date of 18 October 2012 was entered against "Method of Payment of Staff Salaries". The revised work programme is attached to the record minutes.

341. REVIEW OF GRIEVANCE PROCEDURE

Members considered the current grievance procedure particularly in the light of recent experience of operating the procedure. The following amendments were proposed:

The final bullet point at Step 2 should have the following words added at the end. "The employer's response may be that further investigation is required, subject to the agreement of the employee and to the investigation being concluded in a timely manner."

At Step 3 the word "individuals" should be substituted for "Members" in the second bullet point in the phrase "to appoint an Appeals Panel to consist of two Members". The word "individuals" should have a footnote that says "These individuals need not necessarily be Members of Godalming Town Council."

Following consultation with staff the amended policy is recommended to the Policy & Management Committee for onward recommendation to Full Council for adoption.

342. MANAGING SICKNESS ABSENCE AND RETURN TO WORK

Members considered the need for a Management of Absence Policy for Godalming Town Council and having agreed that such a policy was required then considered a draft policy.

The draft policy had already been the subject of consultation with staff, but the amendments proposed by Members were such that it was agreed that the amended draft policy should go back to staff for further consultation.

It was agreed to consider the draft policy further at the next meeting of the Sub-Committee.

343. APPRAISAL SCHEME – REVIEW OF EXPLANATORY NOTES

Members agreed an amendment to the explanatory notes for the staff appraisal scheme. (The amended notes are attached to the record minutes.) That amendment had been the subject of consultation with staff. Members accepted the Town Clerk's view that the proposed amendment does not materially change the appraisal scheme but does clarify its purpose and therefore, since agreed by staff, it does not need to be put forward through the Policy & Management Committee to the Full Council.

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

Members considered the wording of the section of the new draft standing orders for Godalming Town Council that relates to matters affecting council staff. A full version of new draft standing orders was to be the subject of a report to the Policy & Management Committee on 21 February 2013. Members agreed that the draft SO 147 should be amended to read:

“Subject to the Council's policy regarding absences from work, the Council's most senior employee present shall notify the Chairman of the Policy & Management Committee or, in the absence of that Chairman, the Chairman of the Staffing Sub-Committee if any absence is likely to occasion the closing of the Town Council's offices. The Town Clerk shall make a summary report of staff absences to each meeting of the Staffing Sub-Committee.”

345. 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.

346. 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.

347. STAFFING MATTERS

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

Members agreed to one request from a Town Council employee who wished to be able to seek additional employment. The request was agreed provided that any additional employment was not detrimental to the individual's work for the Council.