

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON THE 7 NOVEMBER 2019**

0 Councillor Ashworth  
\* Councillor Cosser  
\* Councillor Duce – Vice-Chair  
\* Councillor Hullah – Chair  
\* Councillor Williams  
\* Councillor Follows (*ex officio*)

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

266. MINUTES

The Minutes of the Meeting held on 12 September 2019 were signed by the Chair as a correct record.

267. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

268. 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.

269. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public made representations, asked or answered questions or give evidence in respect of the business on the agenda or other matters not on the agenda.

270. QUESTIONS BY MEMBERS

No questions were submitted by Councillors.

271. WORK PROGRAMME

Members considered the Committee's work programme and noted the review dates provided by the Chair.

No new items were added to the work programme. The amended work programme is attached to the record minutes.

272. STAFF ABSENCES & TOIL

Members considered a summary report of staff absences in accordance with Standing Order 146 and following clarification of the definition of 'Other' being TOIL accrued during New Member induction evenings, noted no cause for concern.

273. JOB DESCRIPTION

Members reviewed an updated Job Description for the Museum Curator which amended the previous job description held on file that detailed the Curator's role pre-TUPE from WBC.

Following the document review, Members resolved to approve the amended Museum Curator's Job Description.

274. STAFF APPRAISALS

Members noted that, with the exception of the Town Clerk, the appraisals for the period 2019/20 had been completed. Members were informed that a report highlighting the cascade of staff objectives linked to the Council's programme will be brought to the Committee at the meeting following the conclusion of the Town Clerk's appraisal.

275. MAINTENANCE STAFF

Members received an update from the Town Clerk on the induction and employment of the Grounds and Buildings Maintenance Operatives who had started with the Council on 1 October 2019.

276. REVIEW OF DOCUMENTATION

**Employees' Code of Conduct**

Members considered the adopted Employee Code of Conduct and resolved to defer the document for re-adoption to Full Council. Members requested that the Employees' Code of Conduct be brought back to this Committee following the inclusion of linked policies, the checking of the code against Waverley's Member/Officer protocol policy and the clarification of purpose of paragraph 3.5.

**Dignity at Work Policy**

Members considered the adopted Dignity at Work Policy and following amendments made during the review to the 'Harassment' section and 'Linked Policies', resolved to recommend the amended Dignity at Work Policy for adoption by the Full Council.

277. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters, discussed at this meeting, requiring additional communications.

278. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 13 February 2020 at 7.15pm, or at the conclusion of the preceding Environment & Planning Committee meeting, whichever is later.

279. ANNOUNCEMENTS

There were no announcements.