

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE  
HELD ON THE 14 JUNE 2012**

- \* Councillor Robinson – Chairman
- \* Councillor Williams – Vice Chairman
- \* Councillor C Gordon-Smith
- \* Councillor Hunter
- \* Councillor T Martin (*ex officio*)

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

55.    MINUTES

The Minutes of the Meeting held on 2 February 2012 were signed by the Chairman as a correct record.

56.    DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Members declared no Personal or Prejudicial Interest in relation to any item on the agenda for this meeting, which is required to be disclosed by Local Authorities (Model Code of Conduct) Order 2007 No.1159.

57.    WORK PROGRAMME

The Town Clerk apologised for neglecting to bring a revised copy of the work programme to the meeting. Members considered the work programme attached to the minutes of the meeting of 2 February and considered progress against the tasks set out (revised copy of the work programme attached to the record minutes). The Sub Committee agreed that their priority was for staff appraisals to be completed prior to the next meeting.

58.    FIRE SAFETY MANAGEMENT POLICY

Members reviewed the Fire Safety Management Policy agreeing that no amendments were required, Members resolved to recommend the policy to the Policy & Management Committee for onward recommendation to Full Council.

59.    MODEL CONTRACT OF EMPLOYMENT

Members reviewed the Godalming Town Council's Model Contract of Employment noting than two amendments were required:

At paragraph 7 – the words “Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999” need to replace the words “Redundancy Payments Modification Orders (1984) (Local Government).

At paragraph 10 the minimum annual leave entitlement needs to be increased to 21 days.

The amended model contract is attached to the record minutes.

60.    DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 20 September 2012 at 6.30 pm in the Council Chamber.

61. 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.

62. STAFFING MATTERS

Members considered a confidential oral report from the Town Clerk and resolved that the Sub-Committee Chairman should make a report to the Policy & Management Committee.