

**MINUTES AND REPORT OF THE EXTRAORDINARY STAFFING SUB COMMITTEE  
HELD ON THE 4 JUNE 2015**

- \* Councillor Cosser – Chairman
- \* Councillor Williams – Vice Chairman
- \* Councillor Poulter
- \* Councillor Walden
- \* Councillor Reynolds (*ex officio*)

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

47.    ELECTION OF CHAIRMAN

It was resolved unanimously that Councillor Cosser be elected as Chairman of the Staffing Sub Committee for the local government year 2015/2016.

48.    ELECTION OF VICE CHAIRMAN

It was resolved unanimously that Councillor Williams be elected as Vice-Chairman of the Staffing Sub Committee for the local government year 2015/2016.

49.    MINUTES

The Minutes of the Meeting held on 5 February 2015 were signed by the Chairman as a correct record.

50.    APOLOGIES FOR ABSENCE

Apologies for absence were received and approved.

51.    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.

52.    WORK PROGRAMME

Members considered the Sub Committee's work programme and agreed that the item on the Review of the Code of Conduct – IT Facilities should be referred back to the Communications Working Group.

It was noted that all other items were complete and no new items were added to the work programme. However, it was agreed that for the next meeting of the Sub-Committee the work programme should list all staffing policies so that the Sub-Committee may suggest review dates for each policy.

53.    STAFF ABSENCES

In accordance with Standing Order 146 Members considered a summary report of staff absences for the year 1 April 2014 to 31 March 2015 and for the months of April & May 2015. Significant sick leave absence in 2014 was noted and explained; no other absences gave cause for comment.

54. CHANGE IN START TIME OF COUNCIL MEETINGS

Members considered the impact on staff of a proposal to change the routine start time of Council (& Committee) meetings from 6.30pm to 7.00pm. Members heard from the Town Clerk that she had consulted with the staff that would be routinely affected and that no staff member had any concerns about the change.

55. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 10 September 2015 at 7.00 pm (subject to the agreement of Full Council on 25 June 2015) in the Council Chamber.

56. 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.

57. STAFFING MATTERS

Members considered a confidential oral report from the Town Clerk.