

# GODALMING TOWN COUNCIL

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

4 September 2015

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, 10 SEPTEMBER 2015 at 7.00pm.

Louise P Goodfellow  
Town Clerk

Committee Members: Councillor Cosser – Chairman  
Councillor Williams – Vice Chairman  
Councillor Poulter  
Councillor Walden  
Councillor Reynolds (*ex officio*)

## **AGENDA**

1. **MINUTES**

To approve as a correct record the minutes of the meeting held on the 4 June 2015, 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.

5. **STAFF ABSENCES**

In accordance with Standing Order 146 a summary report of staff absences from 1 April to 31 August 2015 is attached for the information of Members

6. **DATE OF NEXT MEETING**

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 11 February 2016 at 7.00 pm in the Council Chamber.

7. **ANNOUNCEMENTS**

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

4. STAFFING SUB-COMMITTEE – WORK PROGRAMME

<b>TASK</b>	<b>PROGRESS</b>	<b>TARGET COMPLETION DATE</b>	<b>ACTUAL COMPLETION DATE</b>
Review of Code of Conduct – IT Facilities	This matter has been referred back to the Communications Working Group – nothing further to report at this stages	10/09/15	
Staff Appraisals	2014 Appraisals completed 05/02/15 - this item now refers to 2015 Appraisals	31/01/16	

LIST OF STAFFING & OTHER RELEVANT POLICIES

<b>Policy Document</b>	<b>Reviewed By</b>	<b>Date Reviewed</b>
Absence Policy	P&M	9 February 2015
Appraisal Scheme	Staffing Sub Committee	1 February 2013
Bullying & Harassment	Full Council	22 September 2011
Code of Conduct	P&M	6 June 2013
Code of Conduct IT Facilities	Full Council	13 September 2001
Disciplinary Procedures	P&M	6 June 2013
Equality & Diversity Statement	Full Council	27 March 2014
Grievance Procedures	Full Council	21 March 2013
Health & Safety Policy	Full Council	November 2013

**GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2015 TO AUGUST 2015**

	APRIL	MAY	JUNE	JULY	AUGUST	CUMULATIVE	2014/15	2013/14
	Hours	Hours	Hours	Hours	Hours	Hours		
Available Working Hours	740.0	836.2	976.8	1021.2	888.0	<b>4462.2</b>	9281.1	8610.8
Annual Leave Taken	96.2	140.6	103.6	140.6	118.4	<b>599.4</b>	994.6	927.3
Sick Leave Taken	0.0	0.0	18.5	0.0	0.0	<b>18.5</b>	404.2	47.3
Other Authorised Absence	0.0	0.0	0.0	14.8	0.0	<b>14.8</b>	32.0	12.5
Net working hours	643.8	695.6	854.7	865.8	769.6	<b>3829.5</b>	7850.3	7623.7
Net working hours as % of available hours	87%	83%	88%	85%	87%	<b>86%</b>	85%	89%
Sick Leave as a % of Available Hours	0.0%	0.0%	1.9%	0.0%	0.0%	<b>0.4%</b>	4.4%	0.5%
Annual Leave taken as a % of Total Annual Leave	7%	10%	8%	10%	9%	<b>43%</b>	84%	83%

Notes:

Annual Leave 2015/16 - Full Year						<b>1198.8</b>	992.6	936.5
Annual Leave b/f from 2014/15						<b>181.3</b>	186.4	177.2
Total Annual Leave Available - Full Year						<b>1380.1</b>	1179.0	1113.7

All figures are expressed in hours

## 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.