

**MINUTES AND REPORT OF THE EXTRAORDINARY STAFFING SUB COMMITTEE
HELD ON THE 8 AUGUST 2014**

- * Councillor Williams – Chairman
- * Councillor C Gordon-Smith – Vice Chairman
- * Councillor Cosser
- * Councillor Hunter
- * Councillor Reynolds (*ex officio*)

Councillor A Bott was also in attendance

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

124. MINUTES

The Minutes of the Meeting held on 5 June 2014 were signed by the Chairman as a correct record.

125. 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.

126. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 25 September 2014 at 6.30 pm in the Council Chamber.

127. 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.

128. STAFFING MATTERS

Members were informed that a letter of resignation had been received from the Manager of the Broadwater Community Centre effective from the 5th September 2014.

Members were advised by the Deputy Clerk that the Town Clerk's expected date for her return to work is Tuesday 26th August 2014. As the Town Clerk will not be returning to work until 26th August members agreed that it would be appropriate to make interim arrangements for the Community Centre and ask the Council's Town Projects Co-ordinator to take on the responsibilities as Acting Manager of Broadwater Community Centre for a period of 3 months to be remunerated accordingly for the additional hours. Members also recognised that there would be a need for a hand over period. The Chairman will take this forward with the Deputy Clerk.

Members agreed that it would be prudent to be thinking about interim arrangements in the unlikely event that the Town Clerk's return is delayed. Members agreed that given the loss of key members of staff there was an urgent need to review the staffing structure with the Town Clerk. It was agreed that the Chairman and the Vice-Chairman should initially meet with the Town Clerk on her return to work to both ensure her well-being and also elicit her

views and ideas for the future staffing structure to be followed by an informal meeting with the sub-committee on Thursday 4th September 2014 (at 8.30).