

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE
HELD ON THE 25 SEPTEMBER 2014**

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

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

182. MINUTES

The Minutes of the Meeting held on 8 August 2014 were signed by the Chairman as a correct record.

183. 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.

184. WORK PROGRAMME

Members considered the Sub Committee's work programme and agreed the current work programme and added the following items:

1. To liaise with the Audit Committee to prioritise the financial software and operating procedures for future use which will enable the Staffing Sub Committee to establish the job description for a financial administrator.
2. Review the permanent arrangements for the Community Buildings and to establish the job description.
3. Review the appraisal system and set the appraisal dates for 2015.
4. Establish the time frame for the recruitment of a financial administrator.
5. Review current remuneration scales

The amended work programme is attached to the record minutes.

185. STAFF ABSENCES

Members considered a summary report of staff absences in accordance with Standing Order 146. Members noted the current absence levels and the likely absence level for October and potentially part of November. Members were informed by the Deputy Town Clerk that due to the significant reduction in available staff hour's priority will be given to maintaining statutory requirements, providing bereavement services and public events.

186. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee will be an extraordinary meeting to be held on Thursday, 20 November 2014 at 6.00 pm in the Council Chamber or at the conclusion of the Joint Burial Committee, whichever is the later .

187. 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.

188. Members received an oral report from the Deputy Town Clerk regarding the appointment of a temporary financial administrator, having considered the updated situation, Members agreed not to proceed with the appointment.

Members were informed that an application had been received for the vacant position of Sergeant-at-Mace and agreed that the Deputy Town Clerk should call the candidate for interview once all the appropriate information and paperwork had been received and considered to be in order.

Members received a report on the progress of the temporary arrangements for the management of Broadwater Park Community Centre. Members agreed to consider permanent arrangements at its next meeting.

Members also received an oral update on the return of the Mayor's Secretary from her sabbatical and were informed of the agreed return date of 17 November 2014. Members noted the Deputy Town Clerks concern regarding the ability to provide full office cover if the current temporary employee were to leave prior to this date. Members agreed to recommend to P&M that authority be given to recruit an Office Junior from a suitable agency and re-deploy existing staff for Mayors Secretary duties if circumstances require such action.