

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
Godalming  
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26 February 2016

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, 3 MARCH 2016 at 7.00pm.

Louise P Goodfellow  
Town Clerk

Committee Members: Councillor Cosser – Chairman  
Councillor Williams – Vice Chairman  
Councillor Poulter  
Councillor Walden  
Chairman of Policy & Management (*ex officio*)

## A G E N D A

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 10 September 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

Members to consider the Sub-Committee's work programme attached for the information of Members.

### 5. STAFF ABSENCES

In accordance with Standing Order 146 a summary report of staff absences for 1 April 2015 to 29 February 2016 is attached for the information of Members.

### 6. HEALTH & SAFETY POLICY

Members to review the Health & Safety policy (adopted by Full Council in November 2013) for submission to the Policy & Management Committee and further onward recommendation to Full Council. A copy of the current Health & Safety policy is attached for the information of Members; Officers have no amendments to propose.

7. BULLYING & HARASSMENT POLICY

Members to review the Bullying & Harassment policy (adopted by Full Council on 22 September 2011) for submission to the Policy & Management Committee and further onward recommendation to Full Council. A copy of the current Bullying & Harassment policy is attached for the information of Members; Officers have no amendments to propose.

8. STAFFING IMPLICATIONS OF THE REFURBISHED WILFRID NOYCE CENTRE

Members to consider a report from the Town Clerk, report attached for the information of Members

9. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 8 September 2016 at 7.00 pm in the Council Chamber.

10. ANNOUNCEMENTS

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

THE COMMITTEE MAY WISH 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.

11. STAFFING MATTERS

Members to consider a confidential oral report from the Town Clerk.