

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE  
HELD ON THE 3 MARCH 2016**

- \* 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

424. MINUTES

The Minutes of the Meeting held on 10 September 2015 were signed by the Chairman as a correct record.

425. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

426. 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.

427. WORK PROGRAMME

Members considered the Sub Committee's work programme and noted the information therein. It was noted that Staff Appraisals were delayed but that the process would commence with appraisal of the Town Clerk in early April.

No new items were added to the work programme. The updated work programme is attached to the record minutes.

428. STAFF ABSENCES

Members noted a summary report of staff absences in accordance with Standing Order 146.

429. HEALTH & SAFETY POLICY

Members reviewed the Health & Safety policy (last adopted by Full Council in November 2013) and recommended it with no amendments to the Policy & Management Committee and for further onward recommendation to Full Council.

430. BULLYING & HARASSMENT POLICY

Members reviewed the Bullying & Harassment policy (last adopted by Full Council on 22 September 2011) and recommended it with no amendments to the Policy & Management Committee and for further onward recommendation to Full Council. .

431. STAFFING IMPLICATIONS OF THE REFURBISHED WILFRID NOYCE CENTRE

Members considered a report from the Town Clerk and agreed to recommend to Policy & Management Committee the creation of a post of Weekend Caretaker. The proposal was

agreed in principle and officers were instructed to prepare a job description and person specification for the post, circulating the details to members of the Committee but taking the detail straight to Policy & Management Committee for formal consideration.

432. 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.

433. 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.

434. STAFFING MATTERS

Members considered a confidential oral report from the Chairman and the Town Clerk.

Members noted that for personal reasons the Town Clerk was to work with flexibility for the month of March using annual leave and time off in lieu to reduce her working hours to three days a week during the month. The position to be reviewed at the beginning of April.