

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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27 January 2012

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, 2 FEBRUARY 2012 at 6.30 pm.

Louise P Goodfellow
Town Clerk

Committee Members: Councillor Poulter – Chairman
Councillor Robinson – Vice Chairman

Councillor C Gordon-Smith
Councillor Williams
Councillor T Martin (*ex officio*)

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 13 December 2011, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

To receive from Members, in relation to any items included on the agenda for this meeting, disclosure of any interests which are required to be disclosed by the Local Authorities (Model Code of Conduct) Order 2007 No.1159.

Members are requested to disclose, in accordance with the Code of Conduct, both the existence and nature of any "Personal" or "Prejudicial" interests that they may have in relation to matters for consideration on this agenda.

Personal Interests

- (1) Subject to sub-paragraphs (2) to (5) below, where a Member has a personal interest in any business of the Town Council and attends a meeting of the Council at which the business is considered, the Member must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where the Member has a personal interest in any business of the Town Council which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa) of the Code of Conduct, the Member needs only disclose to the

meeting the existence and nature of that interest when s/he addresses the meeting on that business.

- (3) Where the Member has a personal interest in any business of the Town Council of the type mentioned in paragraph 8(1)(a)(viii) of the Code of Conduct, the Member need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where the Member is aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Where a Member has a personal interest but, by virtue of paragraph 14 of the Code of Conduct, sensitive information relating to it is not registered in the Town Council's register of members' interests, the Member must indicate to the meeting that s/he has a personal interest, but need not disclose the sensitive information to the meeting

Prejudicial Interests

Where a Member has a personal interest in any business of the Town Council that Member also has a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice that Member's judgement of the public interest. Where a Member has a prejudicial interest that Member must withdraw from the room or chamber where a meeting considering the business is being held.

4. WORK PROGRAMME

Members to note the attached work programme and to consider progress against the tasks set out.

5. HEALTH & SAFETY REPORT 2011/2012

Members to consider the attached report.

6. HEALTH & SAFETY POLICY

The Godalming Town Council Health & Safety Policy is attached for the information of Members. Officers have reviewed the policy and have no amendments to suggest at the current time. Members are asked to consider the policy and recommend it to the Policy & Management Committee for onward recommendation to Full Council.

7. GRIEVANCE PROCEDURE

The Town Clerk notes that Members specifically asked to review the grievance procedure addressing the issue of bullying and harassment. However, the procedure does not really address such specific issues and the Town Clerk advised that the better way forward in dealing with bullying and harassment might be for the Council to issue a specific policy on the issue and cross reference it to the Officer Code of Conduct. The Bullying & Harassment Policy was adopted by Full Council on 22 September 2011 (a small amendment is suggested below at Agenda Item 9) and the suggested consequent amendment to the Officer Code of Conduct is dealt with at Agenda Item 8 below.

The Godalming Town Council Grievance Procedure is attached for the information of Members. Officers have no amendments to suggest at the current time. Members are asked to consider the procedure and recommend it to the Policy & Management Committee for onward recommendation to Full Council.

8. OFFICER CODE OF CONDUCT

The Officer Code of Conduct is attached for the information of Members. In order to give weight to the significance of the Bullying & Harassment Policy it is suggested that under the heading "Relationships" at Paragraph 2.4 an additional paragraph is inserted as paragraph 2.4.1 (with the consequent renumbering of the following paragraphs). Suggested wording for the additional paragraph is as follows:

"2.4.1 Colleagues

Good working relationships between colleagues are essential. Officers should treat their colleagues with dignity and respect at all times. Attention is particularly drawn to the Council's Bullying & Harassment Policy a copy of which should be issued alongside this Code of Conduct."

Should Members agree with this suggested amendment then they are asked to instruct the Town Clerk to consult Town Council staff about the amendment and recommend the change to the Policy & Management Committee for onward recommendation to Full Council.

9. BULLYING & HARASSMENT POLICY

The Town Council's Bullying & Harassment Policy was adopted on 22 September 2011 and is attached for the information of Members. A small amendment is suggested. Under the heading "Contacts" where it reads:

"Step one of the Council's Grievance Procedure requires the employee to discuss the matter with their line manager. Godalming Town Council recognises that this may not be appropriate if it is the immediate manager who is conducting the bullying or harassment. In such a case, the employee may approach the Chairman of the Staffing Sub Committee should they wish to."

It is suggested that the words "or the Town Clerk" be added to the last sentence above.

Should Members agree with this suggested amendment then they are asked to instruct the Town Clerk to consult Town Council staff about the amendment and recommend the change to the Policy & Management Committee for onward recommendation to Full Council.

10. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 14 June 2012 at 6.30 pm in the Council Chamber.

11. 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.

12. STAFFING MATTERS

Members to consider a confidential oral report from the Town Clerk, which will address the following headings:

- Town Centre Community Buildings Manager
- Godalming Projects Co-ordinator
- General Staffing Matters

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a personal interest or a prejudicial interest in a matter under consideration at a meeting (S.81 Local Government Act 2000 and the adopted Godalming Town Council Code of Conduct).

As required by the Local Government Act 2000, **I HEREBY DISCLOSE**, for the information of the authority that I have [a personal interest]² [a prejudicial interest]³ in⁴ the following matter:-

COMMITTEE: _____

DATE: _____

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest. If you have a prejudicial interest in an item, please indicate whether you wish to speak (refer to Godalming Town Council's Code of Conduct paragraph 12(2)).

Agenda No.	Subject	Personal	Prejudicial	Reason	Speak?	
					Yes	No

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee – section 83, Local Government Act 2000.

² A personal interest includes:

Any matter registered in the register of interests

Any decision which affects the well-being or financial position of a member or a friend or relative to a greater extent than others.

³ A prejudicial interest is a personal interest so significant that it is likely to prejudice the member's judgment of the public interest.

⁴ State item under consideration.