

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE  
HELD ON THE 2 FEBRUARY 2012**

0	Councillor Poulter – Chairman
*	Councillor Robinson – Vice Chairman
*	Councillor C Gordon-Smith
*	Councillor Williams
0	Councillor T Martin ( <i>ex officio</i> )

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

336. MINUTES

The Minutes of the Meeting held on 13 December 2011 were signed by the Chairman as a correct record.

337. APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Councillor Thomson was approved as a substitute for Councillor Poulter.

338. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Members declared no Personal or Prejudicial Interest in relation to any item on the agenda for this meeting, which is required to be disclosed by Local Authorities (Model Code of Conduct) Order 2007 No.1159.

339. WORK PROGRAMME

Members noted the work programme and considered progress against the tasks set out. It was noted that two tasks due for completion by the date of the meeting were still outstanding and Members instructed the Town Clerk that priority be given to completing staff appraisals and the consequent review of job descriptions.

Two items were added to the Work Programme, they were a review of the Fire Safety Management Policy and a review of the Godalming Town Council contract of Employment against the NALC Model Contract of Employment 2011 (copy of the revised work programme attached to record minutes).

340. HEALTH & SAFETY REPORT 2011/2012

Members considered a confidential report from the Town Clerk and endorsed all action taken in order to prevent the re-occurrence of the three accidents outlined in the report.

341. HEALTH & SAFETY POLICY

Members considered the Godalming Town Council Health & Safety Policy noting that Officers had reviewed the policy and had no amendments to suggest. Members asked for clarification on procedures for evacuating the Council Chamber during an evening meeting and how wheelchair users would be evacuated at that time. The Town Clerk was able to answer the first part of the question but not the second and agreed to deal with both parts of the question as part of a review of the Fire Safety Management Policy, which review was added to the work programme.

Members considered the policy and recommended it to the Policy & Management Committee for onward recommendation to Full Council.

342. GRIEVANCE PROCEDURE

Members reviewed the Godalming Town Council Grievance Procedure and recommended it, without amendment, to the Policy & Management Committee for onward recommendation to Full Council.

343. EMPLOYEE CODE OF CONDUCT

Members agreed that in order to give weight to the significance of the Bullying & Harassment Policy (adopted on 22 September 2011) the following amendment should be made to the Employee Code of Conduct. Under the heading "Relationships" at Paragraph 2.4 an additional paragraph should be inserted as paragraph 2.4.1 (with the consequent renumbering of the following paragraphs). The additional paragraph should be worded 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."

Members asked the Town Clerk to consult Town Council staff about the amendment and recommended the change to the Policy & Management Committee for onward recommendation to Full Council.

344. BULLYING & HARASSMENT POLICY

Members noted that following the adoption of the Town Council's Bullying & Harassment Policy on 22 September 2011 a small amendment is now suggested. Under the heading "Contacts" it is suggested that the words "or the Town Clerk" be added to the last sentence 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."

Members agreed this amendment and asked the Town Clerk to consult Town Council staff about the amendment and recommended the change to the Policy & Management Committee for onward recommendation to Full Council.

345. 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.

346. 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.

347. STAFFING MATTERS

Members considered a confidential report from the Town Clerk and the Committee's decisions were recorded in a confidential minute (copy attached to record minutes).