

# GODALMING TOWN COUNCIL

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Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

30 January 2015

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, 5 FEBRUARY 2015 at 6.30 pm.

Louise P Goodfellow  
Town Clerk

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

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 25 September 2014, 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 Committee's work programme which is attached for the information of Members.

### 5. STAFF ABSENCES

In accordance with Standing Order 146 a summary report of staff absences from 1 April 2014 to 30 January 2015 is attached for the information of Members

### 6. LIFE CERTIFICATES

A year ago the Town Clerk reported a potential problem with the number of life certificates that she was having to complete for residents following the withdrawal of Surrey Police from providing the service. The Town Clerk now reports that the number of life certificates completed during the twelve months from 1 February 2014 to 31 January 2015 is 20 (that is those where the resident made an advance appointment – there were some drop-ins whose

life certificate was completed without the fact being recorded). This probably represents a doubling of the workload but it has not reached the onerous level that was feared last year. The Town Clerk recommends that the status quo continues – that she continues to complete, at no charge, life certificates for Godalming residents who request the service.

7. RESTRUCTURING: RECRUITMENT OF A FINANCE ADMINISTRATOR

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

8. RESTRUCTURING: REVIEW CURRENT REMUNERATION LEVELS

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

9. REVIEW OF ABSENCE POLICY

The Absence Policy is a relatively new policy (adopted by Full Council on 27 June 2013); it is reviewed here in the light of experience of using the policy in the second half of 2014. One amendment is proposed and that is shown by an underlined sentence on the second page of the policy which is attached for the information of Members. Members are asked to consider the amended policy and whether to recommend the amendment to 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, 18 June 2015 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.

**GODALMING TOWN COUNCIL**

Disclosure by a Member<sup>1</sup> of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> in the following matter:-

**COMMITTEE:**

**DATE:**

**NAME OF COUNCILLOR:** \_\_\_\_\_

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.