

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE  
HELD ON THE 5 FEBRUARY 2015**

\* Councillor Williams – Chairman  
\* Councillor C Gordon-Smith – Vice Chairman  
0 Councillor Cosser  
\* Councillor Hunter  
\* Councillor Reynolds (*ex officio*)

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

346. MINUTES

The Minutes of the Meeting held on 20 November 2014 were signed by the Chairman as a correct record.

357. 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.

358. WORK PROGRAMME

Members considered the Sub Committee's work programme and agreed the progress on the items to date and updated the programme.

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

359. STAFF ABSENCES

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

360. LIFE CERTIFICATES

Members agreed the Town Clerk's recommendation that the status quo continues – that she continues to complete, at no charge, life certificates for Godalming residents who request the service.

361. RESTRUCTURING: RECRUITMENT OF A FINANCE ADMINISTRATOR

Members agreed to recommend to Policy & Management Committee that a Finance Administrator be recruited on the terms set out in the Town Clerk's report and to the timetable proposed.

362. RESTRUCTURING: REVIEW CURRENT REMUNERATION LEVELS

Members agreed to recommend to Policy & Management Committee (for onward recommendation to Full Council) that the Town Clerk & Deputy Town Clerk be regraded.

363. REVIEW OF ABSENCE POLICY

Members agreed an amendment to the Absence Policy and recommended the amended policy to the Policy & Management Committee for onward recommendation to Full Council.

364. 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.

365. 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.

366. STAFFING MATTERS

The Town Clerk had no matters to report.