

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

31 January 2014

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, 6 FEBRUARY 2014 at 6.30 pm.

Louise P Goodfellow
Town Clerk

Committee Members: Councillor Robinson – Chairman
Councillor Williams – Vice Chairman
Councillor C Gordon-Smith
Councillor Hunter
Councillor Wheatley (*ex officio*)
Councillor Lister (*co-opted*)

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 19 September 2013, 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

The Sub-Committee's work programme is attached for the information of Members.

5. STAFF ABSENCES

In accordance with Standing Order 146 a summary report of staff absences from April 2013 to January 2014 is attached for the information of Members.

6. EQUALITY & DIVERSITY STATEMENT

As requested at the last meeting of the Sub-Committee (Min No 182-13 refers) a re-drafted (and renamed) Equality & Diversity Statement is attached for the consideration of Members.

7. RECRUITMENT OF TEMPORARY REPLACEMENT FOR THE MAYOR'S SECRETARY

Members to receive an oral report from the Town Clerk and to consider options for the temporary replacement of the Mayor's Secretary & PA to the Town Clerk for six months from May 2014 (the job description for the post is attached for the information of Members).

8. LIFE CERTIFICATES

Members to consider an oral report from the Town Clerk on the increasing administrative burden which is the certifying of life certificates.

9. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 25 September 2014 at 6.30 pm in the Council Chamber.

10. 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.

11. STAFFING MATTERS

Members to receive a confidential oral report from the Town Clerk

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Disclosure by a Member¹ 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]² [a non-pecuniary interest]³ 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 _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² 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

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