

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE  
HELD ON THE 6 FEBRUARY 2014**

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

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

342. MINUTES

The Minutes of the Meeting held on 19 September 2013 were signed by the Chairman as a correct record.

343. 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.

344. WORK PROGRAMME

Members considered the Sub Committee's work programme and agreed that The Code of Conduct - IT Facilities should be reviewed on an annual basis. It was agreed that items completed on 17 October 2013 and 14 November 2013 should be deleted.

An item to review the issue of Life Certificates (see Minute 348-13 below) was added to the work programme. The amended work programme is attached to the record minutes.

345. STAFF ABSENCES

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted no cause for concern.

346. 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 was presented for consideration by Members. Members agreed the statement and recommended it to Policy & Management Committee for onward recommendation to, and adoption by, Full Council.

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

Members received an oral report from the Town Clerk and considered 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). It was agreed that the Town Clerk should edit the job description along the lines discussed at the meeting and complete the person specification for the temporary post. It was further agreed that DCA Recruitment should be asked to supply a temporary member of staff to meet the person specification and capable of carrying out the tasks in the job description.

348. LIFE CERTIFICATES

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

Members agreed that the Town Clerk should continue to provide the service of completing life certificates for Godalming's residents but should look to share the task with other staff in the office. The Town Clerk was asked to monitor the number of life certificates requested over the next year and to add the matter to the Sub-Committee's work programme for review in 2015.

349. 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.

350. 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.

351. STAFFING MATTERS

Members received a confidential oral report from the Town Clerk. This report included reference to menacing e-mail correspondence from a member of the public. Members agreed that the correspondence should be referred to the Town Council's solicitors for their reply.