

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE
HELD ON THE 23 MAY 2013**

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

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

32. MINUTES

The Minutes of the Meeting held on 7 February 2013 were signed by the Chairman as a correct record.

33. 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.

34. CO-OPTION OF AN ADDITIONAL MEMBER OF THE STAFFING SUB COMMITTEE

Members agreed the renewed co-option of Councillor Lister to the committee for the current Civic year.

35. WORK PROGRAMME

Members considered the Sub-Committee's work programme. The removal of completed items from the work programme was agreed. When considering the item relating to the Method of Payment of Staff Salaries members noted that a recommendation had been made to the Policy & Management Committee on 18 October 2012 but that banking arrangements meant that it had not yet been implemented. Following some observations from the Town Clerk Members agreed a further recommendation to the Policy & Management Committee – that for as long as payment of salaries by cheque continues then payday should be the 25th of the month or earlier such that staff receive cleared funds by the end of the month (this was not the case on 25 April 2013).

Members agreed the Town Clerk's proposal that the following items be included in the Work Programme – review of the Code of Conduct – IT Facilities, review of the Training Statement of Intent, review of the Equal Opportunities Statement, review of the Health & Safety Policy Statement and review of the Fire Safety Policy Statement.

36. STAFF ABSENCES

In accordance with Standing Order 146 Members considered a summary report of staff absences for April 2013.

37. REVIEW OF DISCIPLINARY PROCEDURE

Members reviewed the Town Council's Disciplinary Procedure and agreed an amended document for recommendation to Policy & Management Committee.

38. REVIEW OF EMPLOYEE CODE OF CONDUCT

Members reviewed the Town Council's Employee Code of Conduct and agreed an amended document for recommendation to Policy & Management Committee.

39. MANAGING SICKNESS ABSENCE AND RETURN TO WORK

Members agreed a draft Management of Absence Policy for Godalming Town Council and recommended it to the Policy & Management Committee for consideration and onward recommendation to Full Council.

40. NJC PAY NEGOTIATIONS 2013/14

Members noted the progress of current NJC (National Joint Council for Local Government Services) pay negotiations and agreed that should the 2013 pay award be settled in the terms currently the subject of consultation (1% pay increase across the board) Then the matter could be reported direct to the next available meeting of the Policy & Management Committee.

41. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 19 September 2013 at 6.30 pm in the Council Chamber.

42. 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.

43. STAFFING MATTERS

Members considered a confidential report from the Town Clerk and resolved that the matter of the future support to the Easter & Christmas Festivals be put to the Policy & Management Committee for that Committee's consideration.

Members further resolved that the matter of changing the contract of the Deputy Town Clerk, Facilities & Cemeteries Manager be put to the Policy & Management Committee for that Committee's consideration.

Members further resolved to recommend to the Policy & Management Committee that an honorarium of £200 be paid to John Baker in recognition of the work he has done as a stand-in Sergeant Mace.