

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

29 May 2015

I HEREBY SUMMON YOU to attend the EXTRAORDINARY **STAFFING SUB COMMITTEE** Meeting to be held in the Council Chamber, Municipal Buildings, Bridge Street, Godalming on THURSDAY, 4 JUNE 2015 at 7.15 pm or at the conclusion of the Audit Committee, whichever is later.

Louise P Goodfellow
Town Clerk

Committee Members: Councillor Poulter
Councillor Cosser
Councillor Williams
Councillor Walden
Chairman of Policy & Management Committee (*ex officio*)

AGENDA

1. TO ELECT A CHAIRMAN

To receive nominations for the Chairman of the Committee and to elect said Chairman.

2. TO ELECT A VICE-CHAIRMAN

To receive nominations for the Vice-Chairman of the Committee and to elect said Vice-Chairman.

3. MINUTES

To approve as a correct record the minutes of the meeting held on the 5 February 2015, a copy of which has been circulated previously.

4. APOLOGIES FOR ABSENCE

5. 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.

6. WORK PROGRAMME

Members to consider the Sub-Committee's Work Programme attached for the information of Members.

7. STAFF ABSENCES

In accordance with Standing Order 146 a summary report of staff absences for the year 1 April 2014 to 31 March 2015 is attached for the information of Members. A summary report of staff absences for the months of April & May 2015 will be tabled at the meeting.

8. CHANGE IN START TIME OF COUNCIL MEETINGS

Members to consider the impact on staff of a proposal to change the routine start time of Council (& Committee) meetings from 6.30pm to 7.00pm. Members to hear an oral report from the Town Clerk on her consultation with the staff affected and to compose their report to the Policy & Management Committee to be held on 11 June 2015.

9. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 10 September 2015 at 7.00 pm (subject to the agreement of Full Council on 25 June 2015) 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 consider 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.