

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE  
HELD ON THE 9 JUNE 2011**

- \* Councillor Poulter – Chairman
- \* Councillor Robinson – Vice Chairman
- \* Councillor C Gordon-Smith
- \* Councillor Williams
- \* Councillor T Martin (*ex officio*)

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

51.    MINUTES

The Minutes of the Meeting held on 3 February 2011 were signed by the Chairman as a correct record.

52.    DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Members declared no Personal or Prejudicial Interest in relation to any item on the agenda for this meeting, which is required to be disclosed by Local Authorities (Model Code of Conduct) Order 2007 No.1159.

53.    WORK PROGRAMME

Members noted the work programme (copy attached to record minutes) and agreed to add three items to the programme, being a review of all job descriptions, a review of the Equal Opportunities Statement and a review of grievance procedures specifically in relation to bullying & harassment. Members further requested that the full Office Procedures Manual be circulated to all Members of the sub-committee by 8 August 2011.

54.    HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

Members considered a report from the Facilities Manager and agreed to recommend to the Policy & Management Committee that Godalming Town Council should fulfil its obligation under the Health & Safety (Display Screen Equipment) Regulations 1992 to meet the costs of an eye test every two years for staff regularly using visual display units (VDUs); and the costs of spectacles where an optometrist determines that single vision lens spectacles are required specifically for VDU use (as opposed to any other form of spectacles that can be used to achieve the same effect i.e. for driving, TV or reading). These costs to be limited to £10 per staff member every two years (maximum commitment £60 over two years) and £55 for any staff member requiring spectacles only for VDU use.

55.    DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 8 September 2011 at 6.30 pm in the Council Chamber.

56.    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.

57. STAFFING MATTERS

Member received a confidential oral report from the Town Clerk.

Members heard that at the meeting of the Joint Burial Committee to be held on 23 June 2011 the JBC will consider the use of a temporary member of staff for a maximum of six weeks in the summer. Assuming that the Joint Burial Committee agrees the proposal then the Staffing Sub-Committee agreed to recommend that the employment of a temporary member of staff for a maximum of six weeks in to the Policy & Management Committee. The direct costs of employment to be charged to the Joint Burial Committee. Members asked that a job description and person specification for the post be drawn up and a brief induction programme prepared.

Members asked for a further report on any staff members reaching the age of 65 before 1 October 2011 – the Town Clerk agreed to circulate details to Members.