

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
Godalming
Surrey GU7 1HT

4 September 2015

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, 10 SEPTEMBER 2015 at 7.00pm.

Louise P Goodfellow
Town Clerk

Committee Members: Councillor Cosser – Chairman
Councillor Williams – Vice Chairman
Councillor Poulter
Councillor Walden
Councillor Reynolds (*ex officio*)

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 4 June 2015, 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 1 April to 31 August 2015 is attached for the information of Members

6. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 11 February 2016 at 7.00 pm in the Council Chamber.

7. ANNOUNCEMENTS

Brought forward by permission of the Chairman. Requests to be submitted prior to commencement of the meeting.

4. STAFFING SUB-COMMITTEE – WORK PROGRAMME

TASK	PROGRESS	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Review of Code of Conduct – IT Facilities	This matter has been referred back to the Communications Working Group – nothing further to report at this stages	10/09/15	
Staff Appraisals	2014 Appraisals completed 05/02/15 - this item now refers to 2015 Appraisals	31/01/16	

LIST OF STAFFING & OTHER RELEVANT POLICIES

Policy Document	Reviewed By	Date Reviewed
Absence Policy	P&M	9 February 2015
Appraisal Scheme	Staffing Sub Committee	1 February 2013
Bullying & Harassment	Full Council	22 September 2011
Code of Conduct	P&M	6 June 2013
Code of Conduct IT Facilities	Full Council	13 September 2001
Disciplinary Procedures	P&M	6 June 2013
Equality & Diversity Statement	Full Council	27 March 2014
Grievance Procedures	Full Council	21 March 2013
Health & Safety Policy	Full Council	November 2013

GODALMING TOWN COUNCIL - STAFF ABSENCE REPORT APRIL 2015 TO AUGUST 2015

	APRIL	MAY	JUNE	JULY	AUGUST	CUMULATIVE	2014/15	2013/14
	Hours	Hours	Hours	Hours	Hours	Hours		
Available Working Hours	740.0	836.2	976.8	1021.2	888.0	4462.2	9281.1	8610.8
Annual Leave Taken	96.2	140.6	103.6	140.6	118.4	599.4	994.6	927.3
Sick Leave Taken	0.0	0.0	18.5	0.0	0.0	18.5	404.2	47.3
Other Authorised Absence	0.0	0.0	0.0	14.8	0.0	14.8	32.0	12.5
Net working hours	643.8	695.6	854.7	865.8	769.6	3829.5	7850.3	7623.7
Net working hours as % of available hours	87%	83%	88%	85%	87%	86%	85%	89%
Sick Leave as a % of Available Hours	0.0%	0.0%	1.9%	0.0%	0.0%	0.4%	4.4%	0.5%
Annual Leave taken as a % of Total Annual Leave	7%	10%	8%	10%	9%	43%	84%	83%

Notes:

Annual Leave 2015/16 - Full Year						1198.8	992.6	936.5
Annual Leave b/f from 2014/15						181.3	186.4	177.2
Total Annual Leave Available - Full Year						1380.1	1179.0	1113.7

All figures are expressed in hours

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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.