

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE
HELD ON THE 10 SEPTEMBER 2015**

* Councillor Cosser – Chairman
* Councillor Williams – Vice Chairman
* Councillor Poulter
0 Councillor Walden
* Councillor Reynolds (*ex officio*)

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

186. MINUTES

The Minutes of the Meeting held on 4 June 2015 were signed by the Chairman as a correct record.

187. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

188. 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.

189. WORK PROGRAMME

Members considered the Sub Committee's work programme and agreed that the Town Clerk should add each of the staffing and other relevant policies listed at the end of the work programme into the programme.

Members agreed that each policy should be reviewed at least every two years and the Town Clerk was asked to schedule the review of two of policies at each subsequent meeting of the Sub-Committee. An amended copy of the work programme is attached to the record minutes.

190. STAFF ABSENCES

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted no cause for concern. Indeed Members remarked upon the low level of staff sickness.

191. 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.

192. ANNOUNCEMENTS

There were no announcements.