

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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13 September 2013

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, 19 SEPTEMBER 2013 at 6.30 pm.

Louise P Goodfellow
Town Clerk

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

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 23 May 2013, 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. All six items for progress at this meeting are included on this agenda. Members are asked to review the work programme and indicate any further items for inclusion.

5. STAFF ABSENCES

In accordance with Standing Order 146 a summary report of staff absences to the end of August 2013 is attached for the information of Members.

6. OFFICE PROCEDURES MANUAL

Additional procedures have been drafted and these will be tabled at the meeting.

7. REVIEW OF CODE OF CONDUCT – IT FACILITIES

Attached for the information of Members are two copies of the Code of Conduct – IT Facilities. The first was adopted in 2001 and the second (on blue paper) is a substantially redrafted version of the document. The redrafting has been undertaken by the Town Clerk with the support of her colleagues (though this support does not constitute staff consultation).

Members are asked to consider the draft document and to indicate whether there are any immediate amendments that they would like to see.

Thereafter it is suggested that the document is made formally the subject of consultation with staff, and with other Members particularly those whose own expertise and experience might indicate whether the policy as written does the job that the policy intends ie. ensures that the Council gets maximum benefits from information technology whilst maintaining security and legality, avoiding abuse of the systems and protecting its good name and the reputation of its staff.

Members are asked whether, following consultation, the document should be brought back to this Sub Committee on 6 February 2014 or be taken straight to the Policy & Management Committee (say 28 November 2013); if the latter then an appropriate recommendation will be required.

8. REVIEW OF TRAINING STATEMENT OF INTENT

The Training Statement of Intent adopted in 2009 is attached for the information of Members.

Members are asked to consider any amendments that might be necessary and make the appropriate recommendations to the Policy & Management Committee.

Members are asked to note that in order to achieve reaccreditation as a Quality Council this Council will need to demonstrate how it has acted upon its previous statement of intent (this current document).

It will be straightforward to produce evidence of action for staff training but more problematic for Members' training.

9. REVIEW OF EQUAL OPPORTUNITIES STATEMENT

The Equal Opportunities Statement adopted in 2008 is attached for the information of Members.

Members are asked to consider any amendments that might be necessary and make the appropriate recommendations to the Policy & Management Committee.

10. REVIEW OF HEALTH & SAFETY POLICY STATEMENT

The Health & Safety Policy Statement (& supporting documents including the Lone Working Policy Statement) adopted in 2008 is attached for the information of Members.

A small number of amendments are suggested and these are highlighted in the document by strike-through (e.g. ~~Town Clerk~~) where the deletion of text is suggested and underlining & italic script (e.g. *Town Clerk*) where words are added. The Town Clerk will speak to these amendments at the meeting.

Members are asked to agree the amended document and to recommend it to the Policy & Management Committee for onward recommendation to Full Council.

11. REVIEW OF FIRE SAFETY POLICY STATEMENT

The Fire Safety Policy Statement adopted in 2008 (and last reviewed in June 2012 when no amendments were made) is attached for the information of Members.

Again, no amendments are suggested and Members are asked to review the document and recommend it to the Policy & Management Committee for onward recommendation to Full Council.

12. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 6 February 2014 at 6.30 pm in the Council Chamber.

13. 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.

14. STAFFING MATTERS

Members to receive a confidential oral report from the Town Clerk.

GODALMING TOWN COUNCIL

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.