

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE  
HELD ON THE 19 SEPTEMBER 2013**

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

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

175. MINUTES

The Minutes of the Meeting held on 23 May 2013 were signed by the Chairman as a correct record.

176. 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.

177. WORK PROGRAMME

Members considered the Sub Committee's work programme and agreed to the deletion of a number of items from the work programme on the grounds that the item had been completed. These deleted items were the review of Disciplinary Procedure, the review of Employee Code of Conduct and the new Management of Absence Policy. Members resolved that these three documents need not be routinely reviewed for another four years but that a review would be brought forward if the legislative position changed or if any policy were found wanting when in use.

No new items were added to the work programme. The amended work programme is attached to the record minutes.

178. STAFF ABSENCES

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted no cause for concern.

179. OFFICE PROCEDURES MANUAL

Members noted that additional procedures had been drafted but that the task remained incomplete. The remaining procedures to be submitted to the next meeting of the Sub Committee.

180. REVIEW OF CODE OF CONDUCT – IT FACILITIES

Members considered a substantially redrafted Code of Conduct – IT Facilities noting that the current version of the document was adopted in 2001. Members discussed the document and felt that it could be more explicit about the use of social media and relationships between staff and councillors; it was concluded that a specific cross reference to paragraph 2.4.2 of the Employee Code of Conduct should be included in the IT Code of Conduct.

Members agreed that the draft document should be made formally the subject of consultation with staff, and with other Members. Following consultation, the document should be recommended to the Policy & Management Committee on 28 November 2013.

181. REVIEW OF TRAINING STATEMENT OF INTENT

Members considered the Training Statement of Intent adopted in 2009 and agreed that it should be recommended without amendment to the Policy & Management Committee.

182. REVIEW OF EQUAL OPPORTUNITIES STATEMENT

Members considered the Equal Opportunities Statement adopted in 2008 and discussed various potential amendments and areas for further research (including the Equality Act 2010) by the Town Clerk.

Members requested that the document be renamed the Equality & Diversity Statement and that a redrafted document should be brought back to the next meeting of the Sub Committee.

183. REVIEW OF HEALTH & SAFETY POLICY STATEMENT

Members considered the Health & Safety Policy Statement (& supporting documents including the Lone Working Policy Statement) adopted in 2008.

A small number of amendments were agreed and the amended document was recommended to the Policy & Management Committee for onward recommendation to Full Council.

184. REVIEW OF FIRE SAFETY POLICY STATEMENT

Members considered the Fire Safety Policy Statement adopted in 2008 (and last reviewed in June 2012 when no amendments were made) and agreed that it should be recommended without amendment to the Policy & Management Committee for onward recommendation to Full Council.

185. 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.

186. 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.

187. STAFFING MATTERS

Members received a confidential oral report from the Town Clerk and agreed to recommend to the Policy & Management Committee that the Mayor's Secretary & Town Clerk's PA be granted six months unpaid leave of absence (probably from May 2014).