

GODALMING TOWN COUNCIL

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Municipal Buildings
Bridge Street
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14 September 2012

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, 20 SEPTEMBER 2012 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 T Martin (*ex officio*)

AGENDA

1. MINUTES

To approve as a correct record the minutes of the meeting held on the 14 June 2012, a copy of which has been circulated previously.

2. APOLOGIES FOR ABSENCE

3. DISCLOSABLE PECUNIARY INTERESTS & 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

Members to note the attached work programme and to consider progress against the tasks set out.

The Town Clerk suggests the following tasks for addition to the Work Programme; further review of the Grievance Procedure; review of the Disciplinary Procedure; review of the Employee Code of Conduct and the Method of Payment of Staff Salaries (see agenda item below).

5. METHOD OF PAYMENT OF STAFF SALARIES

At the last meeting of this Sub-Committee, arising from the review of the Model Contract of Employment, Members requested a report on the payment of staff salaries. The Model Code of Conduct says that: "You are paid monthly by cheque on the twenty-fifth day of each month". Members queried whether it was appropriate still to be paying staff by

cheque when many employers pay by direct credit and so much banking is now undertaken electronically. Staff report that it is often inconvenient to find the time to take their cheque to the bank and when a staff member is on holiday then the deposit to that staff member's bank has to be made by the Finance Officer or another colleague.

The Town Clerk suggests that this is an area for joint working between this Sub-Committee and the Audit Sub-Committee. This Sub-Committee is asked to consider making a recommendation about its preferred method of payment for staff salaries. Should this Sub-Committee consider that direct credit is the preferred method, for the convenience of staff, then it should make a recommendation to the Policy & Management Committee to that effect. It is likely that the Policy & Management Committee will then ask the Audit Sub-Committee to review that specific recommendation as to whether it is achievable within the law and the Council's current financial/banking arrangements and if not whether changes should be made to the Council's arrangements.

Members are asked to consider recommending to the Policy & Management Committee that the payment of staff salaries should be made by direct credit.

6. DATE OF NEXT MEETING

The next ordinary meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 7 February 2012 at 6.30 pm in the Council Chamber. However, the Town Clerk suggests that the Sub-Committee may wish to consider setting a date for an extraordinary meeting in December (Members are asked to consider the dates of Tuesday 4, Tuesday 11, Wednesday 12 and Thursday 13 December).

7. 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.

8. STAFFING MATTERS

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

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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.