

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE  
HELD ON THE 20 SEPTEMBER 2012**

\* Councillor Robinson – Chairman  
\* Councillor Williams – Vice Chairman  
0 Councillor C Gordon-Smith  
\* Councillor Hunter  
\* Councillor T Martin (*ex officio*)

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

146. MINUTES

The Minutes of the Meeting held on 14 June 2012 were signed by the Chairman as a correct record.

147. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Councillor Lister was agreed as a substitute for Councillor C Gordon-Smith.

148. 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.

149. WORK PROGRAMME

Members considered the work programme and considered progress against the tasks set out. Members noted that the Town Clerk had completed appraisal meetings with all staff but that two other appraisal meetings where the Town Clerk was not the line manager had yet to be arranged – one of these meetings would take place as soon as possible but owing to staff absence no date could yet be set for the second.

Members asked for all completed items to be removed from the work programme and agreed the addition of the following items: 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. Revised Work Programme attached to the record minutes.

150. METHOD OF PAYMENT OF STAFF SALARIES

Members considered a report from the Town Clerk on the payment of staff salaries. Members resolved to make a recommendation to the Policy & Management Committee that all staff salaries should be paid by direct credit rather than cheque.

151. DATE OF NEXT MEETING

The next ordinary meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 7 February 2013 at 6.30 pm in the Council Chamber but Members noted that an extraordinary meeting was likely to be required in December 2012 or early January 2013.

152. 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.

153. STAFFING MATTERS

Members considered a confidential oral report from the Town Clerk. As part of her report the Town Clerk circulated a proposal received by e-mail from the Head of Organisational Development at Waverley Borough Council. Members resolved to accept the proposal and suggested that the Town Clerk should exercise her delegated authority to implement Godalming Town Council's part in that proposal.

Members noted the Town Clerk's and Chairman's observations on a current staffing matter and took the opportunity to ask questions.