

**MINUTES AND REPORT OF AN EXTRAORDINARY MEETING OF THE STAFFING SUB
COMMITTEE HELD ON THE 20 NOVEMBER 2014**

* Councillor Williams – Chairman
0 Councillor C Gordon-Smith – Vice Chairman
* Councillor Cosser
* Councillor Hunter
* Councillor Reynolds (*ex officio*)

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

242. MINUTES

The Minutes of the Meeting held on 25 September 2014 were signed by the Chairman as a correct record.

243. APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies were received from Councillor C Gordon-Smith with Councillor Lister being agreed as substitute.

244. 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.

245. WORK PROGRAMME

Members considered the Sub Committee's work programme and agreed to add a review of the Management of Absence Policy to the programme.

The amended work programme is attached to the record minutes.

246. STAFF ABSENCES

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted that the absence of one member of staff (now returned fit and well) on extended sick leave was reflected in the figures. The Town Clerk warned that the absence had created pressure on annual leave with the absentee and other staff carrying the absence unable to take leave. The Town Clerk undertook to work with staff to develop a programme to ensure staff take appropriate leave between now and the end of the leave year (31 March 2015).

247. TOWN COUNCIL OFFICES – CHRISTMAS AND NEW YEAR OPENING HOURS

Members considered the Christmas/New Year closure of the Godalming Town Council offices and resolved to recommend to the Policy & Management Committee that the offices should open during the Christmas and New Year period as shown below:

Wednesday, 24 December 2014 – Half day Closing
Thursday 25 December 2014 – Closed – Public Holiday
Friday, 26 December 2014 – Closed – Public Holiday
Monday, 29 December 2014 – Closed – Extra statutory day
Tuesday, 30 December 2014 – Closed – proposed "goodwill" day

Wednesday, 31 December 2014 – Annual Leave Day
Thursday, 1 January 2014 – Closed – Public Holiday
Friday, 2 January 2014 – Normal working hours

Members noted that this is similar to the arrangements for the last three years and matches Waverley Borough Council's plans for the holiday, therefore, avoiding the practical difficulties that arise should the Town Council office be open when Waverley is shut.

The Committee further recommended that the Town Council staff be granted an additional leave day, as a one-off goodwill gesture, to be taken on 30 December and that staff be required to take annual leave or "time off in lieu" on 31 December. Members noted that for Waverley Borough Council staff the "goodwill" day is now part of their terms and conditions of employment.

Members further noted that the Town Clerk will make arrangements with local funeral directors to accommodate any requests for an interment in either of the Joint Burial Committee's Cemeteries should one arise and will be contactable by mobile 'phone during office hours on non-public holiday dates.

248. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 5 February 2015 at 6.30 pm in the Council Chamber.

249. 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.

250. STAFFING MATTERS

Members received a confidential report from the Town Clerk and agreed a series of confidential recommendations to the Policy & Management Committee. Those confidential recommendations are contained in a confidential minute attached for the information of Members of the Sub-Committee and annexed to the record minutes.