

# GODALMING TOWN COUNCIL

Tel: 01483 523575  
Fax: 01483 523077  
E-Mail: office@godalming-tc.gov.uk  
Website: www.godalming-tc.gov.uk

Municipal Buildings  
Bridge Street  
Godalming  
Surrey GU7 1HT

25 November 2016

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, 1 DECEMBER 2016 at 6.00pm.

Louise P Goodfellow  
Town Clerk

Committee Members: Councillor Walden – Chairman  
Councillor A Bott – Vice Chairman  
Councillor Poulter  
Councillor Williams  
Chairman of Policy & Management (*ex officio*)

## AGENDA

### 1. MINUTES

To approve as a correct record the minutes of the meeting held on the 3 October 2016, 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

Members to consider the Sub-Committee's work programme attached for the information of Members.

### 5. STAFF ABSENCES

In accordance with Standing Order 146 a summary report of staff absences for April to November 2016 will be tabled for the information of Members.

### 6. STAFF TRAINING

Members to consider a request from a staff member for specific training. This matter is detailed in a confidential report attached for the information of Members.

7. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 9 February 2017 at 7.00 pm in the Council Chamber.

8. 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.

9. STAFFING MATTERS

Members to receive a confidential oral update from the Chairman of the Staffing Sub-Committee.

4. STAFFING SUB-COMMITTEE – WORK PROGRAMME

<b>TASK</b>	<b>PROGRESS</b>	<b>TARGET COMPLETION DATE</b>	<b>ACTUAL COMPLETION DATE</b>
Review of Code of Conduct – IT Facilities	This code to be part of an external review of staffing policies		
Review Appraisal Scheme	This code to be part of an external review of staffing policies		
Review Code of Conduct	This code to be part of an external review of staffing policies		
Review Disciplinary Procedures	This code to be part of an external review of staffing policies		
Review Grievance Procedures	This code to be part of an external review of staffing policies		
Review Equality & Diversity Statement	This code to be part of an external review of staffing policies		
Review Absence Policy	This code to be part of an external review of staffing policies		
Review Training Policy	This code to be part of an external review of staffing policies		
Review Health & Safety Policy	This code to be part of an external review of staffing policies		
Review Bullying & Harassment Policy	This code to be part of an external review of staffing policies		

TASK	PROGRESS	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
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LIST OF STAFFING & OTHER RELEVANT POLICIES

Policy Document	Finalised By	Date Finalised
Absence Policy	P&M	9 February 2015
Appraisal Scheme	Staffing Sub Committee	1 February 2013
Bullying & Harassment Policy	Full Council	31 March 2016
Code of Conduct	P&M	6 June 2013
Code of Conduct IT Facilities	Full Council	13 September 2001
Disciplinary Procedures	P&M	6 June 2013
Equality & Diversity Statement	Full Council	27 March 2014
Grievance Procedures	Full Council	21 March 2013
Health & Safety Policy	Full Council	31 March 2016
Training Statement of Intent	Full Council	30 April 2009

**GODALMING TOWN COUNCIL**

Disclosure by a Member<sup>1</sup> 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]<sup>2</sup> [a non-pecuniary interest]<sup>3</sup> 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** \_\_\_\_\_

<sup>1</sup> "Member" includes co-opted member, member of a committee, joint committee or sub-committee

<sup>2</sup> 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

<sup>3</sup> A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.