

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE
HELD ON THE 9 FEBRUARY 2017**

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| * | Councillor Walden – Chairman |
| 0 | Councillor A Bott – Vice Chairman |
| 0 | Councillor Poulter |
| * | Councillor Williams |
| * | Councillor Reynolds (<i>ex officio</i>) |

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

500. MINUTES

The Minutes of the Meeting held on 1 December 2016 were signed by the Chairman as a correct record.

501. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received and recorded as above. Councillor Gordon-Smith was accepted as substitute for Councillor Poulter and Councillor Purkiss for Councillor Bott.

502. 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.

503. WORK PROGRAMME

Members considered the Sub Committee's work programme. No new items were added to the work programme.

504. STAFF ABSENCES

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

505. SUBSCRIPTIONS BUDGET

At the last meeting of this Sub-Committee, Members asked to be able to review the subscriptions budget at this meeting (Minute 386-16 refers). Members noted the budget for 2016/17 and expenditure against it.

506. APPRAISAL SCHEME

Members considered a draft appraisal scheme tabled by the Chairman. It was agreed that the draft scheme would be submitted to the Policy & Management Committee for agreement. It was further agreed that Members would submit comments to the Town Clerk by midday on Wednesday 15 February for collation and submission to the Policy & Management Committee. The Town Clerk observed that she would be also be collating and submitting comments from the staff team.

507. REVIEW OF STAFF RELATED POLICIES

On the 15 December 2016 the Policy & Management Committee agreed that the Staffing Sub Committee should select three organisations to tender for providing HR support and invite those tenders. The resulting tenders would be forwarded to the Policy & Management Committee for decision. The Town Clerk reminded Members that the level of expenditure anticipated was such that there would be no tender process – in fact competitive quotes would be sought in accordance with Financial Regulations

It was agreed that competitive quotes should be sought from:

HR Services Partnership Ltd
Ellis Whittham
HR Dept Guildford
HR Business Consultants Ltd

It was further agreed that, in consultation with the Chairman of the Sub Committee, the Town Clerk would prepare a specification against which quotes would be sought and that preparation of that specification would commence during week beginning 20 February 2017.

508. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 8 June 2017 at 7.30 pm in the Council Chamber or at the conclusion of the Planning & Environment Committee, whichever is the later.

509. ANNOUNCEMENTS

There were no announcements.