

**MINUTES AND REPORT OF THE EXTRAORDINARY STAFFING COMMITTEE
HELD ON THE 4 JANUARY 2018**

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

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

360. MINUTES

The Minutes of the Meeting held on 9 November 2017 were signed by the Chairman as a correct record.

361. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

Substitutes were as follows: Councillor Wainwright for Councillor Gray, Councillor Cosser for Councillor Williams.

362. 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.

363. RECRUITMENT OF FACILITIES SUPERVISOR

Members received a report from the Town Clerk on the proposed recruiting process for the position of Facilities Supervisor, agreed the Job Description, Person Specification and Additional Information in support of the post and agreed to advertise the position via Social Media with a closing date of 9 February 2018 for applications, shortlisting by the Town Clerk and Chairman of this Committee to take place on Wednesday 13 February with interviews to be arranged for Friday 23 February. It was agreed that the interview panel should consist of The Town Clerk, Chairman of the Staffing Committee and a Member of the Joint Burial Committee.

364. HR SERVICES

Members received an update in relation to the use of external HR support services and expenditure to date. Members noted that the additional work commissioned for TUPE of Staff in connection with the transfer of Godalming Museum was charged against the Godalming Museum budget and that the support work in relation to the restructuring program of the Town Council staffing structure is contained within the Staffing Committee's delegated budget.

365. DATE OF NEXT MEETING

The next meeting of the Staffing Committee will be an Extraordinary meeting to be held on Thursday, 11 January 2018 in the Council Chamber at 7.30pm or at the conclusion of the preceding Full Council meeting, whichever is later.

366. 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.

367. RESTRUCTURING

Members received a confidential report from the Committee Chairman on the restructuring process and agreed the following:

- To recommend to Full Council that the appointments of the Town Clerk and Support Services Officer & Responsible Finance Officer are approved.
- That Members review the standard NALC contract of employment wording to agree the terms for all new contracts of employment for GTC employees, and for new contracts of employment to be agreed at the Staffing Committee meeting to be held on 8 March 2018.
- That the Town Clerk writes to the Support Services Executive to confirm there is no change to the existing role other than title change and a new reporting line.
- That the Town Clerk writes to all staff to inform them of the Council's obligations under regulation 4 of the Working Time Regulations 1998 (SI 1998/1833).
- To further consider recommendations from the Council's external HR advisors.