

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON THE 25 JANUARY 2018**

* Councillor Cosser – Chairman
* Councillor Gray – Vice Chairman
* Councillor Poulter
* Councillor Williams
0 Councillor Walden
* Councillor Reynolds (*ex officio*)

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

425. MINUTES

The Minutes of the Extraordinary Meeting held on 11 January 2018 were signed by the Chairman as a correct record.

426. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

427. 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.

428. WORK PROGRAMME

Members considered the Committee's work programme and agreed to amend the requirement to externally review all policies to one of external review as considered necessary.

No new items were added to the work programme. The updated work programme is attached to the record minutes.

429. SOCIAL MEDIA & IT CODE OF CONDUCT POLICIES

Members considered the outcomes of the staff consultation in relation to the Social Media & IT Policies and having agreed amendments resolved to recommend these policies be adopted by Full Council (policy documents attached to the record minutes)

430. MANAGEMENT OF TOWN COUNCIL STAFF

Members received a report from the Chairman of the Staffing Committee relating to recommendations for the Management of Town Council paid staff. Members accepted the proposals contained in the report and recommended the proposals be presented as a Statement of Management of Council Staff (attached to record minutes) to be adopted by Full Council.

431. POLICY REVIEWS

Members received a draft Absence and Sick Pay Policy and draft Leave Policy document. Having considered the documents Members requested that the Town Clerk distribute the draft policies (as amended by the Staffing Committee) to all staff for comment to be considered at the next meeting.

432. STAFF ABSENCES

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted that whilst the majority of staff leave was now in line with expectation, there are notable exceptions in relation to staff joining Godalming Town Council as part of the Museum transfer process. Members requested that the Town Clerk bring forward proposals for the next meeting in order to resolve the current position.

433. COMMUNICATIONS ARISING FROM THIS MEETING

Members did not identify any matters discussed at this meeting that should be publicised

434. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 8 March 2018 at 7.00 pm in the Council Chamber.

435. 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.

436. CONTRACTS OF EMPLOYMENT

Members received an update regarding new contracts of employment resulting from the recent internal re-organisation of roles and responsibilities of the Town Council's paid staff and agreed to review these documents at the next meeting.

Members further considered a proposal received from the Town Clerk together with comments on that proposal from the Council's HR providers in relation to additional hours and TOIL arrangements for the Town Clerk. Members agreed that the Chairman should discuss these arrangements with the Town Clerk with a view to bringing a proposal to this committee which best provides for the efficient and effective management of council business.