

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON THE 8 MARCH 2018**

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

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

437. MINUTES

The Minutes of the Meeting held on 25 January 2018 were signed by the Chairman as a correct record.

438. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

439. 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.

440. WORK PROGRAMME

No new items were added to the work programme; the amended work programme is attached to the record minutes.

441. STAFF ABSENCES

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

Members considered a confidential report from the Town Clerk indicating outstanding leave balances and resolved to agree that, exceptionally, leave in excess of 5 days may be taken forward into 2018/19 on the understanding that the balance is brought into line with the current leave policy before the end of the 2018/19 leave year.

442. POLICY REVIEWS

This item was deferred until the next meeting.

443. FACILITIES SUPERVISOR – RECRUITMENT UPDATE

Members received an update from the Committee Chairman following the recruitment process for a Facilities Supervisor. Members noted that a conditional offer of employment has been made.

444. COMMUNICATIONS ARISING FROM THIS MEETING

Members indicated they wished the outcomes of the recent restructuring to be published.

445. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 3 May 2018 at 7.00pm in the Council Chamber.

446. 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.

447. EXTENDED LEAVE REQUEST

Members approved a request for an extended leave period.

448. CONTRACTS OF EMPLOYMENT

Members considered new contracts of employment following the internal re-organisation of roles and responsibilities of the Town Council's staff and the review of the same by the Council's external HR service providers. Members resolved to approve the new contracts of employment and authorise the Town Clerk to offer the relevant contract of employment and statement of particulars of employment particulars to the appropriate staff member.

449. ADDITIONAL WORKED HOURS AND TOIL ARRANGEMENTS

The Chairman updated Members on the progress of this item, informing them that further work was required.