

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON THE 21 JUNE 2018**

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

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

61. ELECTION OF CHAIRMAN

It was proposed by Cllr Hunter and Seconded by Cllr Gray that Cllr Cosser be elected as Chairman of the Staffing Committee for the 2018/19 civic year. Members voted unanimously to elect Cllr Cosser as Chairman.

62. ELECTION OF A VICE-CHAIRMAN

It was proposed by Cllr Cosser and Seconded by Cllr Hunter that Cllr Gray be elected as Vice Chairman of the Staffing Committee for the 2018/19 civic year. Members voted unanimously to elect Cllr Gray as Vice Chairman.

63. MINUTES

The Minutes of the Meeting held on 3 May 2018 were signed by the Chairman as a correct record.

64. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

65. 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.

66. WORK PROGRAMME

Members considered the Committee's work programme and agreed that completed items should be removed from the work programme and that on completion of the review of policies the Town Clerk should produce a schedule of policy review dates for consideration by the Committee.

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

67. STAFF ABSENCES

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted no cause for concern. Members agreed that the Time of in Lieu (TOIL) log should be tabled at future meetings.

68. HR SUPPORT

Members received an oral update from the Chairman informing Members that HR Services Partnership had been re-appointed on a retained basis to provide HR support to the Council.

69. OUTSIDE WORKS & MAINTENANCE SERVICES

Members considered the proposed arrangements contained in the report from the Town Clerk regarding the implementation and recruiting arrangements of potentially two new staffing positions for the delivery of Outside Works & Maintenance Services (report attached to the record minutes).

In agreeing the proposed arrangements, any implementation would be subject to the decisions of the Policy & Management Committee regarding how the Council wished to deliver Outside Works & Maintenance Services. Depending upon the outcomes of those decisions, it might be necessary for the Staffing Committee to further review implementation arrangements.

Additionally, Members noted that if implemented the Property & Assets Working Group may wish to propose an alternative operating base in light of their review of the Council's estate.

70. DELEGATION OF THE FUNCTIONS OF PROPER OFFICER OF THE COUNCIL IN THE ABSENCE OF THE TOWN CLERK

Members received a report from the Town Clerk relating to the delegation of the functions of the Proper Officer of the Council in the absence of the Town Clerk and are requested to make their recommendations to Full Council (report attached for the information of Members).

Members agreed that as an interim measure, until a review of delegated functions is completed, a recommendation should be made to Full Council that, in accordance with Standing Order 30(ii), as the RFO is CiLCA qualified she should be authorised to undertake the functions of the Proper Officer of the Council in the absence of the Town Clerk.

Members further recommended that the review of delegated functions, along with appropriate reports and committee stages is to be completed by no later than May 2019.

71. CONTINUOUS PROFESSIONAL DEVELOPMENT

Members consider a report from the Town Clerk (report attached to the record minutes) relating to Continuous Personal Development for the Museum Curator and agreed to support the Museum Curator in undertaking the Associate of Museums' Association qualification as set out in the report. Members resolved to agree the funding of the qualification from the Museum training budget.

72. DISCIPLINARY AND GRIEVANCE PROCEDURES

Members reviewed the attached Disciplinary Policy and Grievance Policy and having agreed a number of amendments, agreed that these policies should be distributed for staff consultation with the outcome of the consultation being reported to the Chairman of the Committee. It was further agreed that, subject to there being no substantive issues raised during staff consultation, the policies should be recommended for adoption at the next Full Council.

73. PROFESSIONAL SUBSCRIPTIONS

Members reviewed professional subscriptions paid by Godalming Town Council in 2018/19 (list attached to the record minutes) and to agree the professional subscriptions for payment

in 2019/20. Members further agreed that these subscriptions should be paid on a continuing basis and only require to be reconsidered by the Committee if the subscription fee increased by a more than 10% in any given year.

74. COMMUNICATIONS ARISING FROM THIS MEETING

No items were identified as requiring additional publicity.

75. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 20 September 2018 at 7.30pm, or at the conclusion of the preceding Audit Committee, whichever is later.

76. 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.

77. ADDITIONAL WORKED HOURS AND TOIL ARRANGEMENTS

Members received an update from the Chairman in relation to additional hours and TOIL arrangements and noted that the proposal in relation to differing TOIL arrangements relating to an individual employee has been withdrawn by that employee. Therefore, no further consideration necessary on this matter.