

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON THE 12 SEPTEMBER 2019**

0 Councillor Ashworth  
\* Councillor Cosser  
\* Councillor Duce – Vice-Chair  
\* Councillor Hullah – Chair  
\* Councillor Williams  
\* Councillor Follows (*ex officio*)

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

194. MINUTES

The Minutes of the Meeting held on 4 July 2019 were signed by the Chair as a correct record.

195. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

196. 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.

197. PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public made representations, asked or answered questions or give evidence in respect of the business on the agenda or other matters not on the agenda.

198. QUESTIONS BY MEMBERS

No questions were submitted by Councillors.

199. WORK PROGRAMME

Members considered the Committee's work programme and agreed on the re-ordering of priorities, and that the additional items be added.

Annual report of usage and cost of HR support  
Modern Slavery Policy  
Review of staffing & employment policies to establish statutory requirement and best practice

200. STAFF ABSENCES & TOIL REPORT

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

201. DISCIPLINARY AND GRIEVANCE PROCEDURES

**Disciplinary Policy & Procedures**

Members reviewed the Disciplinary Policy & Procedures document and agreed to insert the following statement within the 'This Policy Confirms' section:

- Where required the Council will access external HR support in order to provide advice and support to the Council as an employer.

There were no other substantive changes to the Disciplinary Policy.

Members resolved to recommend the Disciplinary Policy & Procedures document for adoption by the Council.

### **Grievance Policy & Procedures**

Members reviewed the Grievance Policy & Procedures document and agreed to amend a 'his/her' to 'their' which had been missed during an earlier review.

There were no other substantive changes to the Disciplinary Policy.

Members resolved to recommend the Grievance Policy & Procedures document for adoption by the Council.

## 202. STAFF APPRAISALS

Members noted that the Chair of the Committee attended a SSALC Appraisals and HR Workshop training event.

Members further noted that as the Council's programme 2019-2023 was considered by the Policy & Management Committee on 5 September 2019 and will be further considered by Full Council on 26 September that, if adopted it is hoped to have completed staff appraisals prior to the next scheduled meeting of this Committee.

## 203. MAINTENANCE STAFF

Members received an update from the Town Clerk on the engagement of the Grounds and Buildings Maintenance Operatives and noted the start date of 1 October 2019 for both new members of staff.

## 204. COMMUNICATIONS ARISING FROM THIS MEETING

Members agreed that the details of the Grounds & Buildings Maintenance Operatives should be added to the staff directory on the Council's website.

## 205. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held on Thursday, 7 November 2019 in the Council Chamber at 7.00pm or at the conclusion of the preceding Joint Burial Committee, whichever is later.

## 206. ANNOUNCEMENTS

There were no announcements.