

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON THE 4 AUGUST 2020**

- * 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

81. MINUTES

The Minutes of the Meeting held on 13 February 2020 were signed by the Chair as a correct record.

82. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

83. 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.

84. WORK PROGRAMME

Members noted the Committee's work programme. No new items were added to the work programme.

85. STAFF ABSENCES & TOIL

Members considered a summary report of staff absences in accordance with Standing Order 146 and requested that, due to the uncertainties of being able to take holidays in the normal manner, a proposal be brought to the next staffing meeting to provide for the carrying over of leave to leave year 2021.

86. MAINTENANCE ASSISTANT – RECRUITMENT

Following a resolution by the Policy & Management Committee held on 30 July 2020, Members of the Staffing Committee approved the following documents for the recruitment of a Temporary (3 months) Maintenance Assistant.

- Job Description, Personal Specification and Additional Information
- Application Form
- Particulars of Employment

Additionally, Members agreed that the vacancy be posted on the Council's website and Facebook page.

Members are requested to agree that the Grounds Maintenance Operative, RFO and the Town Clerk manage the shortlisting process and that two of the above, depending upon availability, are appointed as the selection panel supported by the Committee Chair or Vice Chair.

87. STAFFING STRUCTURE REVIEW

Members considered a report from the Town Clerk relating to a review of the Council Staffing Structure and resolved the following:

Cllr Hullah, Cosser, Duce and Follows are to bring forward a proposal setting the parameters for a staffing review, which takes into consideration the Council's Programme 2019-2023 and the outcomes of the staffing review conducted in 2017.

Additionally, Town & Parish Councils within the area who have recently engaged external organisations to conduct a staffing structure review will be contacted to determine levels of outcome satisfaction.

88. COMMUNICATIONS ARISING FROM THIS MEETING

Members agreed that the Maintenance Assistant job advert was the only item requiring further publicity.

89. DATE OF NEXT MEETING

The next meeting of the Staffing Committee to be held by Zoom on Tuesday, 8 September at 6.30pm

90. ANNOUNCEMENTS

There were no announcements.