

**MINUTES AND REPORT OF THE STAFFING COMMITTEE  
HELD ON 10 JULY 2024**

0 Councillor S Downey – Vice Chair  
\* Councillor Heagin – Chair  
0 Councillor Holliday  
\* Councillor Kiehl  
\* Councillor Weightman  
\* Councillor Follows (*ex officio*)

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

98. MINUTES

The Minutes of the Meeting held on 14 June 2024 were signed by the Chair as a correct record.

99. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

Substitute for Councillor S Downey – Councillor Crowe.  
Substitute for Councillor Holliday – Councillor Martin

100. DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE 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.

101. WORK PROGRAMME

Members considered the Committee's work programme and noted its contents. The amended work programme is attached to the record minutes.

102. RFO RECRUITMENT

On 14 June, the Committee agreed that the Town Clerk should, in consultation with the Committee Chair, prepare the recruitment pack to enable the recruitment process to proceed. Members received an update on the recruitment process from the Chair and Town Clerk and were informed that the vacancy is currently advertised on the GTC website, JobsGoPublic and has been shared on local social media.

103. YOUTH SERVICE

Members received an update from the Committee Chair following the initial meeting relating to the review of the Youth Service structure and were informed that a report of the review is expected by mid to end of August.

104. REVIEW OF POLICY DOCUMENTS

Members noted the following councillors are nominated to review the documents listed below. Nominated councillors were requested to forward any proposals for amendments to the Town Clerk no later than 5 September for review by this committee on 19 September 2024.

Cllr Follows [Absence & Sick Pay Policy/Procedure](#)  
Cllr Heagin [Appraisal Scheme](#)

105. COMMUNICATIONS ARISING FROM THIS MEETING

Excepting the ongoing recruitment requirements, Members identified no other matters, discussed at the meeting for further publicity.

106. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in The Pepperpot on Thursday, 19 September 2024 at 7.00pm.

107. ANNOUNCEMENTS

There were no announcements.

IN PURSUANCE OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 S.1(2), THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF AGENDA ITEM 11 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS

108. STAFFING MATTERS

Committee Chair provided Members with an update on staffing issues including a proposed amendment to the Staffing Organisation Chart (attached for the information of Members) which would be subject to outcomes of the Youth Service structure review.

Members agreed that the Town Clerk should seek to fill the vacant maintenance position.