

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 4 SEPTEMBER 2025**

- * Councillor S Downey – Vice Chair
- * Councillor Duce
- * Councillor Heagin – Chair
- * Councillor Holliday
- * Councillor Weightman
- * Councillor Follows (*ex officio*)

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

256. MINUTES

The Minutes of the Meeting held on 10 July 2025 were signed by the Chair as a correct record.

257. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

258. 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.

259. WORK PROGRAMME

Members considered the Committee's work programme and noted that the visit to the Support Services had taken place.

Members noted that the risk assessments previously covered within the lone and flexible working policy document are now covered by site specific risk assessments and therefore the existing policy is no longer relevant and resolved to withdraw the existing Lone & Flexible Working Policy document.

The amended work programme is attached to the record minutes.

260. REVIEW OF POLICY DOCUMENTS

Members reviewed the proposed Draft Recruitment of Ex-Offenders and following minor amendments resolved to recommend its adoption by Full Council to replace the existing two separate documents.

Following due consideration, Members resolved to agree to withdraw the current Guide to Term Time Contracts as an active document until GTC recruitment requires it to be reviewed and re-adopted. The document review on the work programme to be amended to reflect this decision.

261. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters discussed at the meeting that are to be publicised.

262. DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Council Chamber on Thursday, 13 November 2025 at 7.00pm or at the conclusion of the preceding Full Council meeting, whichever is later.

263. 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(S) 9 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

264. STAFFING MATTERS

Members receive an update from the Committee Chair on outstanding and arising staffing matters as follows:

- a. Recruitment – Confirmation of Sarah Nash as the Deputy Chief Officer with a starting date of 1 December 2025.
- b. Recruitment – Confirmation of Irena Hearfield as the Finance Manager with a starting date of 20 October 2025
- c. Return of an employee following an extended period of sickness leave
- d. Return of an employee following unpaid sabbatical
- e. Plans to be confirmed for employee returning from maternity leave
- f. Plans to be confirmed for employee requiring maternity leave.