

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 16 APRIL 2026**

* Councillor Crowe
0 Councillor S Downey – Vice Chair
0 Councillor Duce
* Councillor Heagin – Chair
* Councillor Weightman
0 Councillor Follows (*ex officio*)

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

648. MINUTES

The Minutes of the Meeting held on 12 February 2026 were signed by the Chair as a correct record.

649. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

650. 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.

651. WORK PROGRAMME

Members considered the Committee's work programme and agreed the following actions:

- a. The doodle poll for service area visits will be sent out to Members following the annual meeting of the Council in May once committee memberships have been agreed. Members of relevant service committees will also be invited.
- b. The policy reviews will be assigned to specific Members once the committee membership has been agreed at the annual meeting of the Council.
- c. The DCO will follow up on recent correspondence with Worknest and seek reimbursement of the Council funds they have on deposit, unless they are able to provide support on reviewing the staff contracts against the Council's staffing policies.

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

652. REVIEW OF POLICY DOCUMENTS

Members reviewed the Fire Safety Precautions & Emergency Procedures and the Training Statement of Intent and resolved to recommend their adoption by Full Council.

653. REVIEW LONE WORKING RISK ASSESSMENTS

Members reviewed the Lone Working Risk Assessments and agreed that the following wording should be included in the general assessment:

"Staff undertaking lone working must carry any essential personal medical equipment they may require, such as an inhaler or EpiPen, and ensure it is readily accessible at all times while working alone."

Subject to this amendment, Members resolved to recommend their adoption by Full Council.

654. STAFF RECRUITMENT

Members received an update on the recruitment of the Support Services Executive and Museum Education & Outreach Officer.

655. STAFFING STRUCTURE REVIEW

Members considered the existing staffing structure and how reporting lines might be adjusted to reflect the proposed new committee structure. The proposed reporting lines are attached to the record minutes.

Members agreed that the staffing team could be increased incrementally to respond to additional needs arising from taking on new assets through the LGR process, however recognised that a much more thorough review would be needed if the Borough Hall were to be taken on by GTC.

656. COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters to be publicised.

657. DATE OF NEXT MEETING

Subject to any amendments agreed at Annual Council, the next meeting of the Staffing Committee is scheduled to be held in the Mayor's Parlour on Thursday, 28 May 2026 at 7.20pm.

658. 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) 12 & 13 BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED I.E STAFFING MATTERS.

659. STAFFING MATTERS

Members received a report on confidential staffing matters and agreed to delegate the final sign off of the matter to the Chair and CEO.

660. STAFF APPRAISALS

Members received an update from the Chair on the CEO's appraisal.

Members agreed that the CEO and DCO's job descriptions should be reviewed at the next Staffing meeting, with the objective of dovetailing them to incorporate changes arising from the proposed new committee structure.