

**MINUTES AND REPORT OF THE STAFFING COMMITTEE
HELD ON 11 JUNE 2026**

* Councillor Heagin - Chair
* Councillor Crowe
0 Councillor C Downey
* Councillor Duce
L Councillor Weightman

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

75.110626

MINUTES

The Minutes of the Meeting held on 16 April 2026 were signed by the Chair as a correct record.

76.110626

APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

77.110626

ELECTION OF COMMITTEE VICE-CHAIR

On the proposal of Cllr Heagin, Seconded by Cllr Duce, Members approved to elect Cllr Crowe as the Vice-Chair of the Committee.

78.110626

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.

79.110626

PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 5.

80.110626

QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

81.110626

STAFFING COMMITTEE MEMBERS INDUCTION & SERVICE OVERVIEW

Members received and noted the briefing from the CEO on the role of the Staffing Committee within the Council's new Service Committee structure.

Cllr Weightman joined the meeting.

82.110626

WORK PROGRAMME

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

- a. The Staffing Planning 2025-2028 task should state that each Service Committee must provide staffing requirements to the Staffing Committee in time for consideration at the 10 September Staffing meeting.
- b. Cllr Duce to review the Flexible Working Policy for 12 November Staffing meeting.
- c. Add adopted policies to the work programme for review that are currently missing. This should include the Acceptable Use of IT Policy, which should be expanded to include the use of AI in the workplace.

The amended work programme is attached to the record minutes.

83.110626

BUDGET MONITORING

Members received the Budget Monitoring Report and noted the current budget position.

84.110626

REVIEW OF POLICY DOCUMENTS

Members agreed that further review of the following policies is needed before formal adoption. To be considered again at the 10 September meeting.

Bereavement Policy
Maternity Leave and Pay Policy
Amended Leave Policy

85.110626

ALIGNMENT OF CHIEF EXECUTIVE OFFICER AND DEPUTY CHIEF OFFICER JOB DESCRIPTIONS AND JUNE 2026 ORGANISATIONAL STRUCTURE

Members reviewed and approved the amended job descriptions and organisational structure, attached to the record minutes.

86.110626

TEAM BUILDING

Members received a briefing from the Deputy Chief Officer on a proposed team building event for staff and agreed that it should take place on Friday 31 July between 1pm - 4pm. It was also suggested that a combined councillor and staff event could be arranged at another time.

87.110626

COMMUNICATIONS ARISING FROM THIS MEETING

Members identified no matters to be publicised.

88.110626

DATE OF NEXT MEETING

The next meeting of the Staffing Committee is scheduled to be held in the Oglethorpe Room, Wilfred Noyce Centre, on Thursday, 10 September 2026 at 7.00pm.

89.110626

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.

90.110626

EXTENDED LEAVE REQUEST

Members considered and approved the request from a member of staff for the following extended leave:

14 December 2026 – 4 January 2027
Three weeks in March 2027