



Town Hall | 61 Newland Street | Witham | CM8 2FE
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MINUTES

Meeting of: **Staffing Committee**

Date: **Monday 22nd July 2026**

Present:	Councillors:	P.	Barlow	(Chairman)
		L.	Barlow	
		B.	Fleet	
		P.	Heath	(Vice)
		J.	Martin	
		R.	Playle	

Officers:	N.	Smith	(Town Clerk)
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1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Councillor Heath declared an 'Other Registrable Interest' as a member of the GMB union who are involved in pay negotiations at Item 4.

3. MINUTES OF THE PREVIOUS MEETING HELD 18th NOVEMBER 2025.

RESOLVED That the Minutes of the Staffing Committee held on 18th November 2025 be confirmed as a true record and signed by the Chairman.

4. LOCAL GOVERNMENT PAY AGREEMENT

RESOLVED That the report be received and noted.

5. POLCIES

The following policies were updated, agreed and adopted.

Staff Handbook

RESOLVED That the Staff Handbook be updated, agreed and adopted.

Employer Discretions Policy

RESOLVED That the Employer Discretions Policy be updated, agreed and adopted.

Staff Code of Conduct

RESOLVED That the Staff Code of Conduct Policy be updated, agreed and adopted.

VDU Policy

RESOLVED That the VDU Policy be updated, agreed and adopted.

The following new policy was received, agreed and adopted.

Extreme Weather Policy

RESOLVED That the Extreme Weather Policy be agreed and adopted.

6. ESSEX PENSION FUND

Members received a report regarding employer's contributions to the Essex Pension Fund. It was noted that the reduction in contributions would yield savings of approximately £5,000 this year.

RESOLVED That the Essex Pension Fund report be received and noted.

7. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960, S.1(2) and in accordance with Standing Order 3(d) the press and public should be excluded from the

remainder of the meeting due to the confidential nature of the business to be transacted.

8. **STAFFING UPDATE**

Members received a report

RESOLVED That the recommendations in the report be approved.

9. **STAFFING PROPOSAL**

Members received a report

RESOLVED That the recommendations in the report be approved.

There being no further business, the Chair closed the Meeting at 7.55pm

Councillor P. Barlow
Chair

NS/31.07.2026