



Town Hall | 61 Newland Street | Witham | CM8 2FE
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witham.gov.uk

AGENDA

Meeting of: **Staffing Committee**

Date: **Tuesday 18th November 2025** Time: **6.00 p.m.**

Place: **Town Council Chamber, Town Hall, Newland Street, Witham, CM8 2FE**

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present: Councillors

P.	Barlow (Chairman)	P.	Heath
L.	Barlow	J.	Martin
B.	Fleet	R.	Playle

Nikki Smith
Town Clerk

1. **APOLOGIES FOR ABSENCE**

To receive and approve apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest.

3. **MINUTES OF THE PREVIOUS MEETING HELD 24th JUNE 2025**

To receive the minutes of the meeting held 24th June 2025 (*previously circulated*).

4. **LOCAL GOVERNMENT PAY AGREEMENT**

To receive an update on the Local Government Services Pay Award, attached at page 3 .

5. **STAFF TRAINING**

To receive a report on Staff Training, attached at page 6 .

6. **PAY POLICY STATEMENT**

To review, amend and adopt the Pay Policy Statement, attached at page 8 .

7. **EXCLUSION OF THE PRESS AND PUBLIC**

TO RESOLVE At this point, the Chair will move the following resolution: 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. **INVESTORS IN PEOPLE**

To receive details of the Investors in People reaccreditation report.

9. **STAFFING PROPOSAL**

To receive a proposal on Staffing Matters.

10. **STAFF REMUNERATION**

To receive a report on Staff Remuneration .

11. **TOWN CLERK'S APPRAISAL**

To receive a report from panel members on the Town Clerk's Appraisal and remuneration.

The Town Clerk will leave the room while discussions take place.

NS/12.11.2025

National Joint Council for local government services

Employers' Secretary
Naomi Cooke

Trade Union Secretaries
Kevin Brandstatter, GMB

Mike Short, UNISON

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**To: Chief Executives in England, Wales and N Ireland
(to be shared with Finance Director and HR Director)
Regional Employer Organisations
Members of the National Joint Council**

24 July 2025

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025

NB: This circular replaces the one dated 23 July 2025 as it contained rounding errors in some of the hourly rates. The correct figures are now shown as underlined italics in the pay spine at Annex 1.

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from **1 April 2025** (covering the period 1 April 2025 to 31 March 2026). The new pay rates, each increased by 3.20 per cent per annum, are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should also be increased by 3.20 per cent, in accordance with Green Book Part 2 Para 5.4¹.

The new rates for allowances, uprated by 3.20 per cent, are set out at **Annex 2**.

The NJC has agreed that **from 1 April 2026, Spinal Column Point (SCP) 2 will be permanently deleted** from the NJC pay spine.

Backpay for employees who have left employment since 1 April 2025

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2025 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if

¹ The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

the ex-employee has pre-April 2014 LGPS membership and / or underpin protection) accordingly.

Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the [employer resources section](#) of www.lgpsregs.org

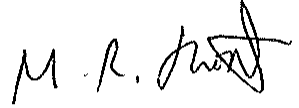
Yours faithfully,

*Naomi
Cooke*

Naomi Cooke



Kevin Brandstatter



Mike Short

ANNEX 1

SCP	01-Apr-24		01-Apr-25	
	per annum	per hour	per annum	per hour
1	<i>Deleted wef 01 Apr 23</i>			
2	£23,656	£12.26	£24,413	£12.65
3	£24,027	£12.45	£24,796	£12.85
4	£24,404	£12.65	£25,185	£13.05
5	£24,790	£12.85	£25,583	£13.26
6	£25,183	£13.05	£25,989	£13.47
7	£25,584	£13.26	£26,403	<u>£13.69</u>
8	£25,992	£13.47	£26,824	£13.90
9	£26,409	£13.69	£27,254	£14.13
10	£26,835	£13.91	£27,694	<u>£14.35</u>
11	£27,269	£14.13	£28,142	<u>£14.59</u>
12	£27,711	£14.36	£28,598	£14.82
13	£28,163	£14.60	£29,064	<u>£15.06</u>
14	£28,624	£14.84	£29,540	£15.31
15	£29,093	£15.08	£30,024	£15.56
16	£29,572	£15.33	£30,518	£15.82
17	£30,060	£15.58	£31,022	£16.08
18	£30,559	£15.84	£31,537	£16.35
19	£31,067	£16.10	£32,061	£16.62
20	£31,586	£16.37	£32,597	<u>£16.90</u>
21	£32,115	£16.65	£33,143	£17.18
22	£32,654	£16.93	£33,699	£17.47
23	£33,366	£17.29	£34,434	<u>£17.85</u>
24	£34,314	£17.79	£35,412	<u>£18.35</u>
25	£35,235	£18.26	£36,363	<u>£18.85</u>
26	£36,124	£18.72	£37,280	£19.32
27	£37,035	£19.20	£38,220	£19.81
28	£37,938	£19.66	£39,152	£20.29
29	£38,626	£20.02	£39,862	£20.66
30	£39,513	£20.48	£40,777	£21.14
31	£40,476	£20.98	£41,771	£21.65
32	£41,511	£21.52	£42,839	<u>£22.20</u>
33	£42,708	£22.14	£44,075	£22.85
34	£43,693	£22.65	£45,091	£23.37
35	£44,711	£23.17	£46,142	<u>£23.92</u>
36	£45,718	£23.70	£47,181	£24.46
37	£46,731	£24.22	£48,226	£25.00
38	£47,754	£24.75	£49,282	£25.54
39	£48,710	£25.25	£50,269	£26.06
40	£49,764	£25.79	£51,356	£26.62
41	£50,788	£26.32	£52,413	<u>£27.17</u>
42	£51,802	£26.85	£53,460	£27.71
43	£52,805	£27.37	£54,495	£28.25

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Officer Report: Staff Training

In 2024/2025 the following staff training was completed:

Geraldine

Fire Safety Awareness	Jul 25
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Nikki

Fire Warden (Fire Marshall) training	Jul 25
DSE Assessor Awareness	Jul 25
Overview of Data Protection for Council Staff	Oct 25
SIA Qualification Level 2 Award for CCTV	Oct 25

Sarah

CiLCA	In progress
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Paul

J9	Oct 25
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Nadiia

ILCA	June 25
FILCA	June 25
DSE Awareness	June 25
Fire Safety Awareness	Oct 25
J9	Oct 25
Traffic Management for Community Events	Oct 25

Jackie

DSE Awareness	June 25
Fire Safety Awareness	June 25
ILCA	Oct 25
J9	Oct 25
Traffic Management for Community Events	Oct 25

Currently in progress, all staff have three months to complete-

- Diversity and Inclusion: Engaging with Others
- How to be an Ally
- Introduction to UK Equality Legislation (
- Menopause at Work
- Mental Health: Managing Stress (UK)
- Neurodiversity
- Phishing Awareness
- Recognising Sexual Harassment
- Spotting Mental Health Red Flags

What is Unconscious Bias?

All management also have the following-

- Conflict Resolution
- Developing Emotional Intelligence
- Disciplinary and Grievance
- Effective Questioning
- Handling Difficult Conversations
- How to Give Feedback
- Informal Disciplinary Conversations
- Managing Change
- Managing Performance Effectively
- Managing Sickness Absence
- Tackling Problem Behaviour

These courses range from 10 minutes to 40 minutes in length and are online via the new health and safety providers.

Advice: To receive and note

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Pay Policy Statement 2025/2026

- 1) Scope
- 2) Pay Determination
- 3) Remuneration for Town Clerk
- 4) Remuneration for all other employees
- 5) Termination of employment (severance)
- 6) Fairness in Pay
- 7) Social Value
- 8) Mental Health and Wellbeing
- 9) Publication of Pay
- 10) Legislative Changes
- 11) Review

Reviewed at a meeting of the Staffing Committee: 18th November 2025

1) Scope of this Pay Policy Statement 2025/2026

1.1) This Pay Policy statement is produced in accordance with Chapter 8 of the Localism Act 2011. It was approved by Witham Town Council ("the council") on 14th May 2020 through the Staffing & Accommodation Sub-Committee. It is made available on the council's website.

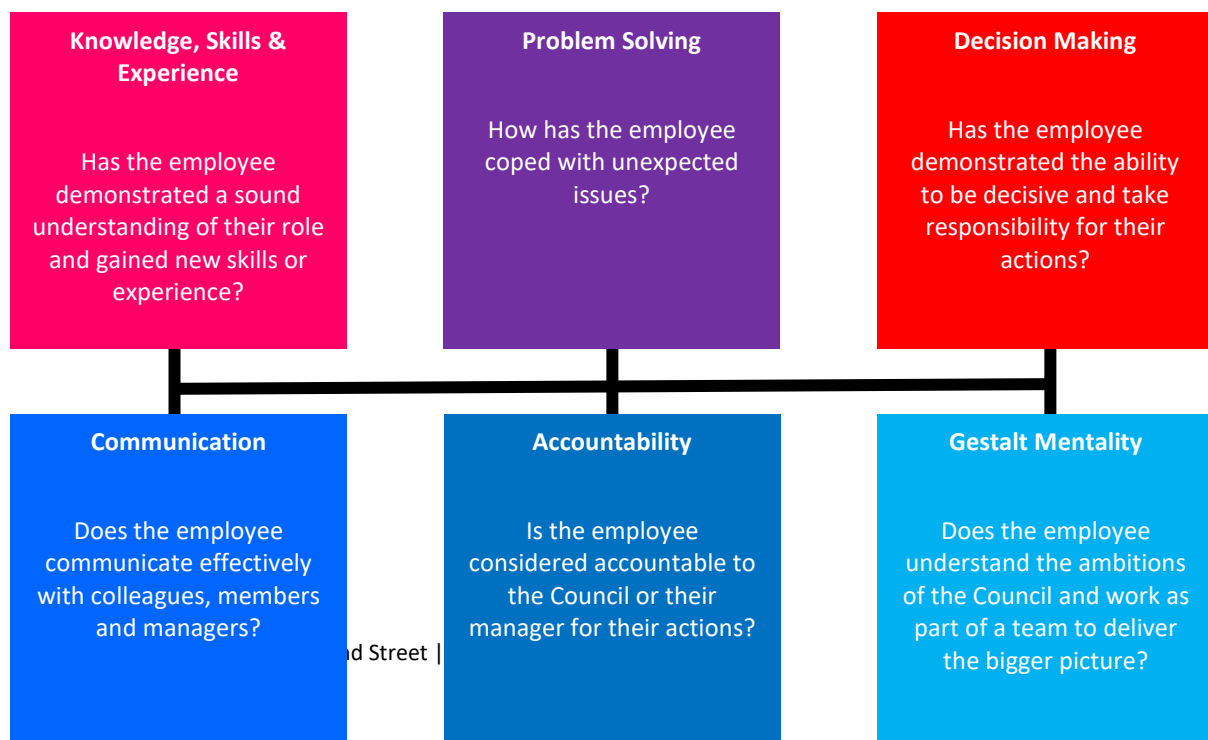
Although the council is not deemed a 'relevant authority' according to the Localism Act 2011, our commitment to the highest level of transparency and robust governance is reflected in publishing this Pay Policy Statement by going above and beyond the statutory expectations as set out in legislation.

Included in this Pay Policy Statement ("this statement") are the council's pay and reward policies that are designed: - to enable the council, as an employer, to retain competitiveness in the market place, and to maintain affordability of employment costs.

The council's Staffing Committee determines the terms and conditions of employment for all staff within the scope of this statement, including the application of any discretion available under the Local Government Pension Scheme ("LGPS"). It will act as the "remuneration committee" for the purposes of the Localism Act 2011. The Town Clerk has delegated powers to implement actions that affect terms and conditions of employment that have first been agreed through the council's Staffing Committee.

2) Pay Determination

2.1) **Apart from the Town Clerk, the determination of pay is conducted through a series of conversations and meetings and not through an official annual appraisal, as recommended by Investors In People.** ~~is no longer conducted via the annual appraisal but by a 360 degree evaluation process, as recommended by Investors in People.~~ The Town Clerk is responsible for submitting remuneration recommendations to the Staffing Committee. Proposals should be assessed against the Council's Remuneration Award Matrix encompassing the following six key points:



2.2) Pay Bargaining & Negotiation

The Council pays due regard to the 'Green Book' as agreed via the National Joint Council (NJC) for local government services and is committed to awarding the agreed pay and conditions as set out in each agreement regardless of trade union membership.

2.3) Allowances

The council does not operate a car allowance scheme. Mileage incurred by employees performing duties on behalf of the Council is reimbursed via the mileage claim system and paid up to the HMRC limit.

The council does not operate a performance pay scheme outside the pay grading structure that determines basic pay and therefore there are no performance or bonus payments paid to employees of the council.

2.4) National Living Wage and National Minimum Wage

The council is committed to complying with the latest National Living Wage and National Minimum Wage rates, which are updated annually. It is ensured that all our employees are paid at or above these statutory minimums.

2.5) Flexible and Remote Working

The council recognises the importance of work-life balance and the changing nature of work. The council is committed to offering flexible working arrangements where operationally feasible. This may include flexible hours, compressed hours, or remote working options. Any pay considerations related to these arrangements will be clearly communicated to employees and applied fairly and consistently.

2.6) Equality and Diversity

The council is committed to promoting equality and diversity in all aspects of employment, including pay. The council will ensure that their pay policies and practices comply with the Equality Act 2010 and do not discriminate against any employee based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

3) Remuneration for Town Clerk

A panel of three members of the Staffing Committee are responsible for conducting the Town Clerk's appraisal and making a recommendation as part of that appraisal to the Staffing Committee. The committee will determine any awards to be made to the Town Clerk taking into account the six key criteria under Section 2 of this document.

4) Remuneration for All Other Employees

The Town Clerk shall be responsible for submitting a summary assessment of all staff remunerations via the Remuneration Award Matrix and submit such recommendations to the Staffing Committee ahead of the annual budgeting process.

5) Termination of Employment (Severance)

5.1) Local Government Pension Scheme

Membership of a pension scheme is determined by the relevant conditions of service and is subject to the rules of the specific scheme. The council operates the Local Government Pension Scheme (LGPS) for most employees. For members of the LGPS made redundant on their 55th birthday or later, early access can be gained to their pensionable benefits based on service and salary. Although the LGPS provides for the exercise of discretion that allows for retirement benefits to be enhanced, the council has a policy of not enhancing pension benefits.

The LGPS can also be accessed before normal retirement date for employees who are unable to continue with employment on the grounds of their ill health and who satisfy the conditions for ill-health retirement. An amendment to the LGPS effective from 1st April 2014 allows employees aged between 55 and 75 to choose to access their pension; however, it is at a reduced rate if taken before normal retirement age. The introduction of Auto Enrolment means that new employees to the council, who meet certain criteria, automatically join the LGPS.

5.2) Redundancy Payments

Where an employee is made redundant, severance benefits may be payable subject to the conditions and terms of the redundancy. Where a redundancy payment is made, they are calculated on the basis of 1.5 weeks' gross pay for every complete year of service up to a maximum of 104 weeks. This calculation applies equally across all pay grades.

5.3) Re-engagement of former employees

The council's policy is that there is no general restriction on any future re-employment of an employee who has been made redundant or who is in receipt of a Local Government or other public sector pension. In fact, to adopt policies to the contrary could be subject to challenge under equalities legislation. However, re-employment must be on merit and should be unconnected with the redundancy, except where alternative employment is found and pension and redundancy payments are returned in accordance with the relevant legislation.

The council does not approve of redundancy or early retirement due to redundancy and immediate re-employment of staff either as direct employees, via an agency, or on a consultancy basis. If there are any exceptional circumstances that might appear to justify such arrangements, these must be agreed by the Staffing Committee with sufficient justification from the Town Clerk.

5.4) Exit Payment Cap

While currently revoked, the council is aware of potential future legislation regarding exit payment caps in the public sector. The council will monitor any developments in this area and adjust its policies accordingly to ensure compliance with any new regulations.

6) Fairness in Pay

The council recognises the importance of fairness in pay. Pay and reward policies are applied equally to all employees, except where there are good reasons reflecting genuine factors which apply only to certain employee categories. Any consideration of varying the equal application of any policy in relation to pay and employment must be approved by the Staffing Committee.

7) Social Value

The council recognises the importance of social value in line with the Public Services (Social Value) Act 2012. Our pay policies are designed not only to ensure fair compensation for our employees but also to contribute positively to our local community. This includes providing fair wages, supporting local employment, and promoting skills development.

8) Mental Health and Wellbeing

The council is committed to supporting the mental health and wellbeing of our employees. Our pay and benefits policies are designed with this in mind, including provisions for adequate rest periods, support for work-life balance, and access to mental health resources where possible.

9) Publication of Pay

The council publishes information about pay in accordance with statutory requirements, and the guidance of the Information Commissioner's Office and the Ministry of Housing, Communities and Local Government. Information is published on the council's website in the council's annual accounts.

10) Legislative Changes

From time to time as required, the council will amend its policies, procedures and practices to ensure that it complies with its legislative duties and will ensure that employees are advised of the changes.

11) Review

The council will continue to review all pay levels to ensure fairness and equity. Any changes will be reflected in an updated pay policy. The policy will be reviewed by the Staffing Committee on an annual basis and submitted to the Policy & Resources Committee for ratification.

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Witham Town Council | 61 Newland Street | Witham | Essex | CM8 2FE

