



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

Meeting of: **Staffing & Accommodation Sub-Committee**

Date: **Monday 20th February 2023**

Present: Councillors: M.C.M. Lager (Chairman)
S. Ager
P. Barlow
J.C. Goodman (Vice)
T. Pleasance

Officers: N. Smith (Town Clerk)

37. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Weeks.

RESOLVED That the apologies be received and approved

38. DECLARATIONS OF INTEREST

There were no declarations of interest given.

39. MINUTES OF THE PREVIOUS MEETING HELD 29th NOVEMBER 2022.

RESOLVED That the Minutes of the Staffing and Accommodation Sub-Committee held on 29th November 2022 be confirmed as a true record and signed by the Chairman.

40. NJC PAY CLAIM

RESOLVED That the report be received and noted.

41. EMPLOYER DISCRETIONS POLICY

The Employer Discretions Policy was received.

RESOLVED That the Employers Discretions Policy be approved.

42. VDU POLICY

The VDU Policy was received. The Town Clerk suggested the policy be amended so that the glasses contribution was only payable once the member of staff had successfully passed their probation period.

RESOLVED That the VDU Policy be approved with the suggested amendment.

43. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S4) of the Local Government Act 1972.

44. TOWN CLERK'S REPORT

Councillor Goodman declared a Non-pecuniary interest at this item.

RESOLVED That the report be received and noted.

45. STAFF TRAINING

RESOLVED That the recommendations in the report be approved.

46. KEY MAN INSURANCE

RESOLVED That the council take no further action.

47. STREETWARDEN UPDATE

The Town Clerk stated that three more candidates were being interviewed for the role and that she hoped to employ another Street Warden shortly.

RESOLVED That the report be received and noted.

The meeting concluded at 7:10 pm

Signed by Chairman

Councillor M.C.M Lager