



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

Meeting of: **Staffing Committee**

Date: **Monday 9<sup>th</sup> October 2023**

Present: Councillors: P. Barlow (Chairman)  
S. Ager  
L. Barlow  
B. Fleet  
P. Heath (Vice)

Officers: N. Smith (Town Clerk)

### **10. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor J. Martin.

**RESOLVED** That the apologies be received and approved.

### **11. DECLARATIONS OF INTEREST**

Councillor Heath declared a non-pecuniary interest in Minute 13 as he is a trade union representative for GMB, one of the unions that submit the pay claim to the Local Government Association.

### **12. MINUTES OF THE PREVIOUS MEETING HELD 5<sup>th</sup> JUNE 2023.**

**RESOLVED** That the Minutes of the Staffing and Accommodation Sub-Committee held on 5<sup>th</sup> June 2023 be confirmed as a true record and signed by the Chairman.

**13. NJC PAY CLAIM 2023-2024**

**RESOLVED** That the report be received and noted.

**14. PAY POLICY STATEMENT**

Members discussed the requirement to remove section 2.3 as this was no longer relevant as staff were not employed within pay brackets.

**RESOLVED** That the pay policy statement be agreed as amended.

**15. STAFF HANDBOOK**

**RESOLVED** That the handbook be received and agreed as amended.

**16. MENOPAUSE POLICY**

Members discussed the requirement that the policy be inclusive of all members of staff and councillors.

**RESOLVED** That the policy be reviewed and adopted.

**17. 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.

**18. INVESTORS IN PEOPLE**

**RESOLVED** That the report be received and noted.

**19. TOWN CLERK'S REPORT**

**RESOLVED** That the report be received and noted.

**20. STAFF REMUNERATION**

**RESOLVED** That the recommendations in the report be approved.

It was decided by the Chairman to change the order of Item 21 and Item 22.

**21. STREETWARDEN UPDATE**

**RESOLVED** That the recommendations in the report be approved.

**22. TOWN CLERK'S APPRAISAL**

**RESOLVED** That the recommendations in the report be approved.

The meeting concluded at 8.40 pm

Signed by Chairman .....

Councillor P. Barlow