



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

Meeting of: **Staffing Committee**

Date: **Monday 18th November 2025**

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

Officers: N. Smith (Town Clerk)

12. APOLOGIES FOR ABSENCE

Councillor Fleet had given his apologies as he had a previous engagement.

13. DECLARATIONS OF INTEREST

There were no declarations offered at this time.

14. MINUTES OF THE PREVIOUS MEETING HELD 22nd JUNE 2025.

RESOLVED That the Minutes of the Staffing Committee held on 22nd June 2025 be confirmed as a true record and signed by the Chairman.

15. LOCAL GOVERNMENT PAY AGREEMENT

RESOLVED That the report be received and noted.

16. STAFF TRAINING

Members discussed the benefit of training, in particular Cyber Awareness Training which other tiers of government were providing for their staff and members. It was suggested that Witham Town Council members also attend Cyber Awareness Training.

RESOLVED That the report be received and noted and Witham Town Councillors be asked to attend Cyber Awareness Training.

17. PAY POLICY STATEMENT

The Town Clerk added an extra amendment to page 3 of the policy. Instead of stating that a panel of three members are responsible for conducting the Town Clerk's appraisal, it was decided that it would read 'that a panel of members' would conduct it.

RESOLVED That the Pay Policy Statement be received and approved as amended.

18. 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.

19. INVESTORS IN PEOPLE

The Council noted the successful retention of the 'We invest in people' Standard accreditation, with an improved benchmark score now exceeding sector averages. All staff survey indicators showed progress or stability. The Council welcomed the recognition of enhanced wellbeing provision and informal staff support. Staff succession and career development was noted as improving, with increased opportunities for learning reported by employees. It was noted that a small number of staff were dissatisfied with performance management, whereas the majority were happy with how it was conducted. It was therefore decided to offer each member of staff the choice of either a less formal or more structured method of performance management tailored to their individual preference.

RESOLVED That the report be received and noted and going forward each member of staff be offered the choice of either a less formal or more structured method of performance management tailored to their individual preference.

20. STAFFING PROPOSAL

A report was received. Members recognised that staff were at capacity and that several jobs currently undertaken by different staff members should be centralised with one individual.

RESOLVED That the council advertise for a permanent Facilities and Community Support Officer.

21. STAFF REMUNERATION

A report was received.

RESOLVED That the recommendations in the report be approved.

22. TOWN CLERK'S APPRAISAL

The Town Clerk left the room.

A verbal report was received.

The Town Clerk returned to the meeting.

RESOLVED That the recommendation in the report be approved.

The meeting finished at 7.15 pm

Signed by Chairman

Councillor P. Barlow