



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

Meeting of: **Staffing Committee**

Date: **Monday 2nd December 2024**

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

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

Apologies were received from Councillor Playle and Councillor Martin.

RESOLVED That the apologies be received and approved.

13. DECLARATIONS OF INTEREST

Councillor Heath declared a non-pecuniary interest in Minute 15. as a representative of GMB, one of the unions that submitted the pay claim to the Local Government Association, although it was noted that he only deals with retired members.

14. MINUTES OF THE PREVIOUS MEETING HELD 3rd JUNE 2024.

RESOLVED That the Minutes of the Staffing Committee held on 3rd June 2024 be confirmed as a true record and signed by the Chairman.

It was decided to move the next item, Town Clerk's Report into private session at the end of the meeting.

15. LOCAL GOVERNMENT PAY AGREEMENT

Councillor Heath declared a non-pecuniary interest.

RESOLVED That the report be received and noted.

16. PAY POLICY STATEMENT

Members discussed the amendments.

RESOLVED That the Pay Policy Statement 2024/2025 be approved.

17. HEALTH AND SAFETY POLICY

RESOLVED That the policy be received and agreed as amended.

18. STAFF HANDBOOK

RESOLVED That the handbook be received and agreed as amended.

19. 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.

20. STAFFING UPDATE

RESOLVED That the report be received and noted.

21. STAFF REMUNERATION

RESOLVED That the recommendations in the report be approved.

22. TOWN CLERK’S APPRAISAL

It was noted that the Town Clerk’s appraisal had been delayed until 3rd December 2024.

RESOLVED That the verbal report given by the Chairman be agreed.

23. TOWN CLERK’S REPORT

RESOLVED That the report be received and noted.

The meeting finished at 8.25pm

Signed by Chairman

Councillor P. Barlow