



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

Meeting of: **Staffing Committee**

Date: **Monday 3rd June 2024**

Present: Councillors: P. Barlow (Chairman)
L. Barlow (arrived at 7.50pm)
B. Fleet
P. Heath (Vice)
J. Martin

Officers: N. Smith (Town Clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor R. Playle.

RESOLVED That the apologies be received and approved.

2. DECLARATIONS OF INTEREST

Councillor Heath declared a non-pecuniary interest in Minute 4. as a member of GMB, one of the unions that submitted the pay claim to the Local Government Association. Councillor Martin declared a non-pecuniary interest in Minute 11. as the correspondence received on Page 37 is from an associate of hers.

3. MINUTES OF THE PREVIOUS MEETING HELD 9th OCTOBER 2023.

RESOLVED That the Minutes of the Staffing Committee held on 9th October 2023 be confirmed as a true record and signed by the Chairman.

4. NJC PAY CLAIM 2024-2025

Councillor Heath declared a non-pecuniary interest.

RESOLVED That the report be received and noted.

5. VDU POLICY

Members discussed the amendments but agreed that there should be some flexibility depending on the individual's circumstances.

RESOLVED That the VDU policy be received and agreed with the extra amendment that 'Employees on fixed term contracts of a year or less are only entitled to this contribution at the discretion of the Town Clerk.'

6. STAFF CODE OF CONDUCT

RESOLVED That the handbook be received and agreed.

7. STAFF HANDBOOK

RESOLVED That the handbook be received and agreed as amended.

8. EMPLOYER DISCRETIONS POLICY

RESOLVED That the policy be received and agreed as amended.

9. 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.

10. TOWN CLERK'S REPORT

Councillor Lucy Barlow arrived at the meeting at 7.50 pm.

RESOLVED That the report be received and noted.

11. STAFFING REPORT

Councillor Martin declared a non-pecuniary interest.

RESOLVED That the recommendations in the report be approved.

12. TRAINING UPDATE

RESOLVED That the recommendation in the report be approved.

The meeting finished at 8.25pm

Signed by Chairman

Councillor P. Barlow