



## Minutes of Staffing Committee Meeting

A meeting of the Staffing committee took place on 27<sup>th</sup> March 2024 at 12.00 in the Meeting Room, Community Centre, 1A Caxton Close, Tiptree CO5 0AH.

### **Councillors Present:**

Cllr M Maund – **Chair**

Cllr S Redgewell

Cllr D Webb

Also in attendance: Clerk to the Council

### 012/23 **Apologies for absence:**

Apologies were noted from Cllrs Greenwood and Gulleford

### 013/23 **Declarations of interest:**

There were no declarations of interest.

### 014/23 **Minutes of Meeting:**

The minutes of the meeting held on 9<sup>th</sup> March 2023 were proposed, seconded, and unanimously **Resolved** as being an accurate record and duly signed.

### 015/23 **Exclusion of the Press and Public:**

It was unanimously 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 (S5) of the Local Government Act 1972.

### 016/23 **To Discuss and Approve Job Descriptions and Objectives for All Staff**

The Committee **Resolved** that the Clerk would review and update the job descriptions for the roles where they have not been revised. It was **Resolved** that the Staffing committee would request Full Council to consider objectives, so that objectives can be set for the Clerk. It was further **Agreed** that the objective setting and appraisal process should be in line with the financial year.

### 017/23 **To Discuss and Approve Staff Pay Scales**

After discussion it was **Resolved** to recommend pay increases to full council as discussed for staff members

### 018/23 **Chair closed the meeting at 13.12**

Signed ..... Date: