

Minutes of Staffing Sub Committee Meeting

A meeting of the Staffing sub-committee took place on Thursday 23rd February at 13.00 in the Meeting room, Community Centre, 1A Caxton Close, Tiptree CO5 0AH.

Councillors Present:

Cllr J Greenwood – **Chairman**

Cllr W McNulty – **Vice Chairman**

Cllr S Allen-Shepherd

Cllr D Webb

Also in attendance: The Clerk and Deputy Clerk to the Council.

34/25 Apologies for absence:

No Apologies were received.

35/25 Declarations of interest:

Cllr Webb requested for the following to be minuted: Because Staffing committees handle confidential sensitive and financial matters regarding employees the threshold for declaring interests is high to avoid accusations of bias or predetermination. One of the factors is direct personal involvement if a councillor is the subject of a grievance or disciplinary action being discussed or if they have initiated one. Direct personal involvement as a friend.

There were no declarations of interest made.

36/25 Minutes of Meeting:

The minutes of the meeting held on 11th December 2025 were proposed, seconded, and **Resolved** by a Majority as being an accurate record and duly signed.

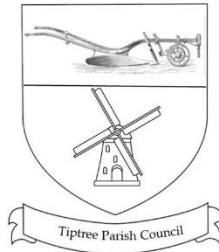
37/25 Exclusion of the Press and Public:

It was unanimously **Approved** 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.

It was proposed seconded and **Resolved** unanimously that this act was approved and the Clerk stopped the voice recording according to council policy.

38/25 Consideration of extra support from the return-to-work meeting:

The committee had received emails confirming that the extra support request from the return-to-work meeting had been withdrawn and there was nothing else to discuss.



39/25 **Consideration of the next step to the formal complaint email on the 18/12/2025:**

After discussion the following proposals were made by the committee:

It was proposed seconded and **Resolved** unanimously that the formal invitation to a grievance meeting is sent and a date and time agreed with the individual prior the letter being sent.

It was proposed seconded and **Resolved** unanimously that Cllr Greenwood has the authority to conduct and complete the grievance procedure by holding meetings, writing and sending correspondence if needed conduct investigations.

It was proposed seconded and **Resolved** unanimously that Cllr Greenwood has authority to contact the council's Human Resources company.

It was proposed seconded and **Resolved** unanimously that a councillor has the authority to be the note taker for the grievance meetings.

It was proposed seconded and **Resolved** unanimously that Cllr Allen-Shepherd would be the note taker at the grievance hearing meetings.

40/25 **Chair closed the meeting at 13.18**

Signed Date: