

Minutes of Staffing Sub Committee Meeting

A meeting of the Staffing sub-committee took place on Thursday 16th June at 19.00 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

Cllr C Osborne

Also in attendance: The Clerk to the Council.

1/26 Election of Chair of the Committee:

It was proposed seconded and **Resolved** unanimously that Cllr Greenwood would be the Chair of the committee.

2/26 Election of Vice Chair of the Committee:

It was proposed seconded and **Resolved** unanimously that Cllr Webb would be the Vice chair of the committee.

3/26 Apologies for absence:

Apologies for absence from Cllr Leech who was unable to attend due to private matters proposed, seconded, and unanimously accepted.

5/26 Declarations of interest:

There were no declarations of interest made.

6/26 Minutes of Meeting:

The minutes of the meeting held on 23rd February 2026 were proposed, seconded, and **Resolved** by a Majority as being an accurate record and duly signed.

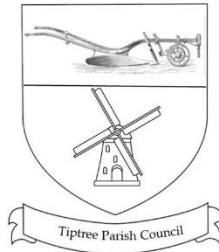
7/26 Exclusion of the Press and Public:

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.

The Clerk stopped the voice recording according to council policy.

8/26 Consideration of a support representative for the Staff:

It was proposed, seconded, and **Resolved** unanimously that Cllr Webb would lead the welfare meeting with the member of staff and that Cllr McNulty would act as note taker. The Clerk was instructed to arrange the meeting with the member of staff and the appointed councillors.



9/26 **Consideration of holiday for the Staff:**
It was proposed seconded and **Resolved** unanimously that two days be brought forward from the Holiday entitlement of 2027-28 to cover Easter Monday and Good Friday in 2027.

10/26 **Consideration of staff member's contract:**
It was proposed, seconded, and **Resolved** unanimously that the contract be amended to include an additional three SCP points and an increase of five hours per week. The Clerk was instructed to seek advice from the Council's HR provider to ensure the contract is up to date before presenting the revised contract to the member of staff.

11/26 **Chair closed the meeting at 19.37**

Signed Date: