

Minutes of Staffing Sub Committee Meeting

A meeting of the Staffing sub-committee took place on Thursday 6th August at 19.00 in the Meeting room, Community Centre, 1A Caxton Close, Tiptree CO5 0AH.

Councillors Present:

Cllr J Greenwood – **Chairman**

Cllr S Allen-Shepherd – Notetaker

Cllr W McNulty

Cllr D Webb – **Vice Chairman**

Cllr T Leech

Cllr C Osborne

12/26 **Apologies for absence:**
None.

13/26 **Declarations of interest:**
There were no declarations of interest made.

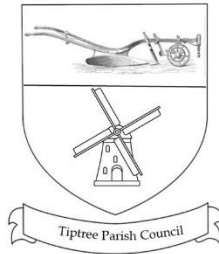
14/26 **Minutes of Meeting:**
The minutes of the meeting held on 16th June 2026 were proposed, seconded, and **Resolved** by a Majority as being an accurate record and duly signed.

15/26 **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.

All recordings are to be turned off according to council policy.

16/26 **Consideration of notes from the HR meeting**
There was agreement that at least some of the working hours should be in the office but it was felt that the return-to-work questionnaire did not adequately address the possibility that the member of staff might like the opportunity for a phased return to working in the office. There was a discussion about how the return to work could be accomplished but it was decided to proceed to the following item on the agenda as that item could provide a better basis for making a decision.

17/26 **Consideration of the council's next step regarding the options suggested by HR.**
It was proposed seconded and **Resolved** unanimously to pursue the HR company option 3) 'Protected Conversation' should a return to work prove unattainable. TPC would explore a Settlement Agreement consisting of termination of contract, an ex-gratia payment with HR advising on additional standard payments and a closure on all grievances.



Regarding item 16/26 on the agenda it was then proposed, seconded, and **Resolved** unanimously that the council seek HR advice to draft a letter to the member of staff inviting them to a protected conversation, as resolved above, which could also include an exploration of ways to ease the member of staff back into office working if that was desired.

It was then proposed, seconded, and **Resolved** unanimously that the chairman and vice chairman would conduct the protected conversation subject to advice from HR.

And subject to further HR advice, it was then proposed, seconded, and **Resolved** unanimously that the council will take steps to source an experienced clerk to support the office to help clear any backlog of work and manage ongoing risk for three months.

18/26 **Chair closed the meeting at 20:55**

Signed Date: