

Minutes of Staffing Sub Committee Meeting

A meeting of the Staffing sub-committee took place on Thursday 10th September at 19.00 in the Meeting room, Community Centre, 1A Caxton Close, Tiptree CO5 0AH.

Councillors Present:

Cllr J Greenwood – **Chairman**

Cllr D Webb – **Vice Chairman**

Cllr C Osborne

Also in attendance: The Clerk to the Council.

19/26 **Apologies for absence:**

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

20/26 **Declarations of interest:**

There were no declarations of interest made.

21/26 **Minutes of Meeting:**

The minutes of the meeting held on 6th August 2026 were proposed, seconded, and unanimously **Resolved** as being an accurate record and duly signed.

22/26 **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.

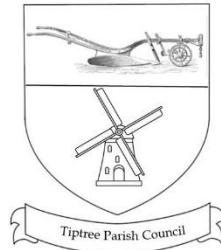
23/26 **Consideration of request from staff member:**

After discussion It was proposed, seconded, and unanimously **Resolved** that the clerk is to offer the Community centre manager a 1 Scale point increase from June 2025 until May 2026 with a new contract with a 5 Scale point uplift and back dated to April 2026.

After discussion It was proposed, seconded, and unanimously **Resolved** that the community centre manager can work from the centres back office unless there is no caretaker on site and will work from the front office.

24/26 **Consideration of a review of staffing levels to meet the new facilities of the Council:**

It was proposed seconded and unanimously **Resolved** that the Clerk is to request the Essex accusation of Local councils a staffing review of current and future needs for the council.



- 25/26 **Consideration of temporary staff for the office:**
Following discussion, it was proposed, seconded, and unanimously **Resolved** that temporary office cover for the Deputy Clerk be offered at 28 hours per week on SCP 23, with the Chair authorised to agree any minor necessary variation.
- 26/26 **Consideration of outcomes of Freedom of information incident:**
After discussion It was proposed, seconded, and unanimously **Resolved** that the Cllr Greenwood is to conduct an investigation and report back to the committee.
- 27/26 **Consideration of way forward from the protected meeting:**
After discussion It was proposed, seconded, and unanimously **Resolved** that the Cllr Greenwood is to seek clarification from the council's HR company to find a way forward.
- 28/26 **Chair closed the meeting at 20.28**

Signed Date: