



MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD AT THE TOWN HALL ON THURSDAY 19th DECEMBER 2025 AT 10AM

PRESENT:

Kay Montandon (Chair)
Mitchell Philpott

David Anderson

Mary Evans

Also in attendance: Faye LeBon (Town Clerk).

1. To Receive Apologies for Absence

Apologies were received Cheryl Bould.

2. To Receive any Declarations of Interest or Requests for Dispensation

None raised.

3. To Agree Minutes from the Meeting of 27th November 2025

The draft minutes of the previous meeting had been previously circulated. These were **agreed** by the committee and signed by the Chairman as a true and accurate record of the meeting.

4. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

No matters raised.

5. Review of Selected Policies

The following draft policies were considered for adoption by the council.

Holiday Policy. It was clarified that an employee has the right to reclaim holiday if they are sick whilst on annual leave. The holiday policy was **agreed**.

Wellbeing Policy. This was **agreed**.

Absence Management Policy. This was **agreed** subject to:

- Adding to section 3 'Where practicable, the Town Council will expect you to make reasonable efforts to pass over any information/hardware which will enable work to be handed over in your absence'.
- The removal of reference to SSP in favour of specifying that the contract of employment sets out the pay entitlements
- Specifying that it is the Staffing Committee that will make considerations under 7.3 and 7.4.

Religious and National Holiday Celebration Policy. This was **agreed**.

Short Term Sickness Absence Policy. This was **agreed** subject to:

- The trigger points being replaced with the Bradford formula, as detailed in the absence management policy.
- Changes to when contractual sick pay will be withheld

Long Term Sickness Absence Policy. This was **agreed** subject to:

- Changes to when contractual sick pay will be withheld
- Agreement that the final decision on a Stage 3 formal review meeting will be made by the Staffing Committee or an extra ordinary meeting of the Town Council.

6. To Consider Adoption of Councillor / Officer Protocol

The risk to a council of imbalance between the councillor and officer roles was discussed. It was **agreed** to adopt the Councillor/Officer Protocol, designed as part of the Civility and Respect project, to allow all parties to better appreciate the roles in the council and what expectations should be.

7. To Agree date of December salary payment

It was **agreed** that this should be 22nd December 2025.

8. Exclusion of the Press and Public

It was **agreed** to close the meeting to the press and public under the Public Bodies (Admissions to Meetings) Act 1960, for items 9 to 11, in view of the confidential nature of the business to be transacted.

The meeting was closed to the press and public

9. Staff Appraisals

a) To Consider Updated Job Descriptions

Feedback from staff appraisals was that the job descriptions required updating. Proposed amendments were presented to the committee and **agreed**.

b) To Receive Clerk's Appraisal

The Clerk's appraisal and probation meeting form was presented to the committee. It was **agreed** that the Clerk's probation should be passed.

c) To Agree Committee Member(s) to Sign Off Appraisals

Committee Members to comment on and sign individual appraisals were **agreed**.

10. Budget 2026/2027

a) To Receive Business Cases for Staffing Structure

Business cases and job descriptions for additional posts to support the council were **agreed**. This is to be put forward to full council as part of the budgeting process.

b) To Consider Staffing Budget for 2026/2027

The staffing budget was agreed and will be put forward to full council for its budget meeting on 13th January 2026.

11. To Receive Update on Confidential Staffing Matters and Agree Subsequent Actions

An update was provided to the committee. Due to delays in the process, alternative provision was ***agreed***.

The meeting was reopened to the press and public

12. To Note Items for Information and Inclusion in a Future Agenda

Adoption of HR Policies

13. Date of Next Meeting

The next meeting will be Thursday 22nd January 2026 at 10am.

There being no further business to conduct the meeting was closed at 12.30pm