



# Saxmundham Town Council

Minutes of the meeting of the Staffing Sub-Committee held on Friday 29<sup>th</sup> November 2024  
at the Town House, Station Approach, Saxmundham at 12:30 pm.

## Minutes

27/24SSC

### Attendees

Cllr Elizabeth Clark (Chair)  
Cllr John Fisher  
Cllr John Findlay  
Cllr David Humphreys

### Apologies

None

### Also Present

Sharon Smith (Town Clerk)

28/24SSC

### Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

29/24SSC

### Minutes

It was **unanimously resolved** that the minutes of the meeting held on 13<sup>th</sup> September 2024 are a true and accurate record.

30/24SSC

### Staff Appraisals and Probation

- a) The Committee noted the satisfactory completion of the Town Clerk's annual appraisal on 10<sup>th</sup> October 2024.
- b) The Committee noted the satisfactory completion of the Community Officer's annual appraisal on 14<sup>th</sup> October 2024.
- c) The Committee noted that the Maintenance Officer successfully passed his probation period on 2<sup>nd</sup> October 2024.

31/24SSC

### Staff Payroll and Budget

- a) The Committee received the payroll summary reports for September, October and November 2024. In response to a question from Cllr David Humphreys, the Town Clerk explained that the staff were encouraged to work on a flexi-time basis to cover periods when additional hours were necessary.
- b) It was **unanimously resolved** to increase and backdate the present staff salaries to the agreed National Joint Council for Local Government Services pay rates applicable from 1 April 2024.
- c) It was **unanimously resolved** to award a spot salary increase of one spinal column point from SCP16 to SCP17 to the Assistant Town Clerk from 1 April 2025 in recognition of her expertise using the financial software and her willingness to take on new responsibilities.
- d) Following a discussion, the Town Clerk was invited to submit a report for consideration by the Committee at its next meeting outlining the basis for increasing her hours by two per week to a

Signed \_\_\_\_\_ Date \_\_\_\_\_

full-time position from 1 April 2025.

e) The Committee considered the draft staffing budget for the financial year 2025-2026. It was **unanimously resolved** to recommend approval of a staffing budget of £123,181 to the Resources Committee.

**32/24SSC Staff Personal Development**

The Committee considered the draft staff training budget for the financial year 2024-2025 including a request from the Town Clerk to undertake the Institute of Leadership and Management Level 3 Forefront course delivered by Jarrold Training. It was **unanimously resolved** to recommend approval of a staff training budget of £2,500 to the Resources Committee.

**33/24SSC Code of Conduct Reports**

The Committee noted that the Town Clerk had received Decision Notices from the ESC Monitoring Officer regarding the first Code of Conduct report. The Decision Notices were marked 'Private and Confidential' therefore they were not shared with the Committee.

**34/24SSC Staff Grievance**

a) The Committee received a staff grievance from the Town Clerk. It was **unanimously resolved** to recommend to the Town Council to adopt the NALC/SLCC Civility and Respect Pledge and the Model Councillor-Officer Protocol. It was further **unanimously resolved** to recommend to the Town Council that all Councillors and staff undertake training in standards and effective working practices.

b) The Committee acknowledged the Town Clerk's comments about an email received from the Art Station.

**35/24SSC Next Meeting**

The Committee noted the date and time of the next meeting which is scheduled for Friday 28<sup>th</sup> February 2025 at 12:30 pm.

The meeting closed at 2:00 pm.

**Sharon Smith**  
**Town Clerk/RFO**

Signed \_\_\_\_\_ Date \_\_\_\_\_