



Saxmundham Town Council

Minutes of the meeting of the Staffing Committee held on Friday 30th May 2025
at the Town House, Station Approach, Saxmundham at 1:00 pm.

Minutes

1/25SC

Attendees

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

Apologies

Cllr Tim Lock – none received

Also Present

Sharon Smith (Town Clerk)

2/25SC

Exclusion of the Public

It was **unanimously resolved** that, under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting due to the confidential nature of the business to be transacted.

3/25SC

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.

4/25SC

Minutes

It was **unanimously resolved** that the minutes of the meeting held on 3rd March 2025 are a true and accurate record.

5/25SC

Staff Salaries and Pensions

- a) The Committee noted the payroll summary reports for March, April and May 2025.
- b) The Committee received a report from the Town Clerk outlining the current workplace pension contribution arrangements. It was noted that while employees are currently contributing 3% (below the statutory employee minimum of 5%), the Council is contributing 5%, thereby ensuring the total contribution meets the legal minimum requirement of 8%.

It was **unanimously resolved** to ratify the Council's current contribution level of 5% towards staff pensions and authorise the Town Clerk to write to affected employees to inform them of the Council's contribution, clarify their option to increase their personal contributions, and provide guidance on how to do so.

6/25SC

Staff Wellbeing

- a) The Committee received a confidential report from the Town Clerk regarding recent conduct by a Councillor which had negatively impacted Officer wellbeing and challenged previously agreed Council resolutions. The report highlighted concerns relating to tone, content, and persistence of communications that were considered inappropriate and undermining of the Council's governance.

It was **unanimously resolved** that the Chair should write a formal letter to the Councillor concerned, reiterating the importance of respecting Council decisions and supporting the impartiality and welfare of Officers.

Signed _____ Date _____

- b) The Committee considered a report from the Town Clerk setting out a range of proposals to enhance staff wellbeing and foster a respectful and supportive working environment. The Committee acknowledged its responsibility for the wellbeing of the Town Clerk, who in turn holds responsibility for the wellbeing of the wider staff team.

It was **unanimously resolved** to accept the following recommendations:

- i. Introduce a Wellbeing Support Programme including offering access to an Employee Assistance Programme to all staff.
- ii. Implement a Wellbeing Register to record negative and positive incidents which affect the wellbeing of all staff.
- iii. Invite all new and returning Councillors to attend Code of Conduct training which explicitly covers respect for Officers.
- iv. Recommend amendments to the Communications Policy to the Town Council to include a formal protocol on the use of email and social media.

7/25SC Training and Development

- a) The Committee noted the updated training records for the current financial year.
- b) The Committee agreed to circulate possible dates for Councillor Basics training for all Councillors and staff.

8/25SC Finance

The Committee noted the budget versus actual income and expenditure report for staffing matters.

9/25SC Policies

Following amendments, it was **unanimously resolved** to recommend approval of an Appraisal Policy and Form to the Town Council.

10/25SC Staffing Requirements

The Committee authorised the Town Clerk to undertake a review of current staffing requirements and bring forward recommendations for the Committee's consideration at its next meeting.

11/25SC Next Meetings

- a) The Committee noted the date and time of the next meeting which is scheduled for Friday 5th September 2025 at 1:00 pm.
- b) It was **unanimously resolved** to change the scheduled meeting of 27th February 2026 to 6th March 2026.

The meeting closed at 2:40 pm.

Sharon Smith
Town Clerk/RFO

Signed _____ Date _____