



# Saxmundham Town Council

Members of the Staffing Committee are summoned to attend a meeting on Friday 28<sup>th</sup> November 2025 at 1:00 pm at the Town House, Station Approach, Saxmundham

## Agenda

### 1. Attendance and Apologies for Absence

### 2. Exclusion of the Public

To resolve 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. Declaration of Interests

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

### 4. Minutes

To resolve that the minutes of the meetings held on 2<sup>nd</sup> September 2025, 16<sup>th</sup> October 2025, and 4<sup>th</sup> November 2025 are true and accurate records.

### 5. Staffing Reports

- a) To receive the payroll records for September, October and November 2025.
- b) To note that the Assistant Town Clerk has reduced her hours by 5 per week effective immediately.
- c) To note redeclaration of compliance with the Pensions Regulator.
- d) To note the successful completion of the Environment Coordinator's annual appraisal.

### 6. Personal Development

- a) To note the Town Clerk's successful completion of the Institute of Leadership and Management Level 3 Award.
- b) To note the Town Clerk's enrolment on a two-year, part-time, distance-learning MA in Public Leadership and to consider approval of a request for additional paid study leave to enable attendance at the mandatory residential study days.
- c) To note that the Town Clerk has been appointed by the Suffolk Association of Local Councils as an Internal Auditor, contracted under a Service Level Agreement to conduct internal audits.
- d) To receive an update about the Deputy Town Clerk's progress with the Certificate in Local Council Administration qualification.

### 7. Staff Wellbeing

- a) To receive a progress update on the development of an Employee Assistance Programme and the establishment of a Staff Wellbeing Register.
- b) To consider whether occupational health assessments are required for three members of staff and to review quotations for these assessments, noting that this matter arises from disclosures made during

the consultation period but relates to their usual working arrangements rather than the restructure proposal.

## **8. Staffing Restructure**

- a) To note the consultation notes and emails received as part of the staff consultation process, and to agree that the Town Clerk, as line manager, will determine and issue appropriate responses to the individual questions and suggestions raised.
- b) To note the advice notes received from WorkNest regarding the next steps in the staffing restructure process.
- c) To note the Town Clerk's progress report on the staffing review, including the draft job descriptions and proposed staffing structure chart.
- b) To consider the draft financial analysis for the staffing options for 2026–2027 and their impact on the overall draft Town Council budget for 2026–2027.
- c) To determine the Committee's preferred staffing option for recommendation to the Town Council.

## **9. Next Meeting**

To note the date and time of the next meeting which is scheduled for Friday 27<sup>th</sup> February 2026 at 1:00 pm.

**Sharon Smith**  
**Town Clerk**  
**24<sup>th</sup> November 2025**