



Saxmundham Town Council

Minutes of the extra ordinary meeting of the Staffing Committee held on Friday 28th November 2025 at the Town House, Station Approach, Saxmundham at 1:00 pm.

Minutes

30/25SC Attendees

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

Apologies

Cllr Tim Lock – not accepted.
Cllr John Fisher - accepted

Also Present

Sharon Smith (Town Clerk)

31/25SC 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.

32/25SC Declaration of Interests

None.

33/25SC Minutes

It was **unanimously resolved** to approve the minutes of the meetings held on 2nd September 2025, 16th October 2025, and 4th November 2025 as true and accurate records.

34/25SC Matters Arising

With reference to minute 25/25SC of the meeting held on 16 October 2025, the Town Clerk advised that the disciplinary matter would be progressed under delegated authority, without further reference to the Committee unless required.

35/25SC Staffing Reports

- a) The Committee received the payroll records for September, October and November 2025.
- b) The Committee noted that the Assistant Town Clerk has reduced her contracted hours by 5 hours per week with immediate effect. It was noted that a formal variation to contract will be issued in due course and that her duties will be reviewed to ensure they remain appropriate and manageable within the revised hours.
- c) The Committee noted the redeclaration of compliance with the Pensions Regulator.
- d) The Committee noted the successful completion of the Environment Coordinator's annual appraisal.

36/25SC Personal Development

- a) The Committee noted the Town Clerk's successful completion of the Institute of Leadership and Management Level 3 Award.

Signed _____ Date _____

b) The Committee noted the Town Clerk's enrolment on a two-year, part-time, distance-learning MA in Public Leadership. It was **unanimously resolved** to approve her request for additional paid study leave to enable attendance at the mandatory residential study days. The Committee further noted that requests for training and study leave from other members of staff will be considered on a case-by-case basis, in accordance with the Council's training and development arrangements.

c) The Committee noted 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 of local councils outside of her contracted working hours for the Town Council.

d) The Committee received an update about the Deputy Town Clerk's progress with the Certificate in Local Council Administration qualification.

37/25SC Staff Wellbeing

a) The Committee received a progress update on the development of an Employee Assistance Programme and the establishment of a Staff Wellbeing Register. It was noted that the Suffolk Association of Local Councils will provide further advice in due course regarding the potential availability of an Employee Assistance Programme for member councils. The Committee also noted that the Staff Wellbeing Register has not yet been implemented due to competing priorities and current time constraints, and that this will be progressed when capacity allows.

b) The Committee considered the need for occupational health assessments for three members of staff, noting that this matter arose from disclosures made during the consultation period but relates to their usual working arrangements rather than the staffing restructure proposal. The Committee reviewed the quotations received and **unanimously resolved** to accept the quotation from Gipping Occupational Health and Wellbeing and to offer, on a voluntary basis, an occupational health assessment to the relevant staff.

38/25SC Staffing Restructure

a) The Committee noted the consultation notes and correspondence received as part of the staff consultation process. It was **unanimously resolved** that the Town Clerk will consider the representations received and determine appropriate responses to the individual questions and suggestions raised.

b) The Committee noted the advice received from WorkNest regarding the next steps in the process.

c) The Committee received the Town Clerk's progress report on the staffing review. The draft job descriptions were not considered at this meeting and would be reviewed at a later stage, if required.

d) The Committee considered the draft financial analysis of the staffing options for 2026/27, including the impact of each option on the overall draft Town Council budget.

e) Having considered the operational and financial implications, it was **unanimously resolved** to recommend to Town Council the Town Clerk's preferred staffing option, namely to increase the contracted hours of the Deputy Town Clerk and the Community Officer with effect from 1 April 2026, as a proportionate and financially sustainable means of relieving current operational pressures.

39/25SC Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for Friday 27th February 2026 at 1:00 pm.

The meeting closed at 2:30 pm.

Sharon Smith, Town Clerk

Signed _____ Date _____