



Saxmundham Town Council

Members of the Staffing Sub-Committee are summoned to attend a meeting on Friday 29th November 2024 at 1:30 pm at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

2. 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.

3. Minutes

To resolve that the minutes of the meeting held on 13th September 2024 are a true and accurate record.

4. Staff Appraisals and Probation

- a) To note the completion of the Town Clerk's annual appraisal on 10th October 2024.
- b) To note the completion of the Community Officer's annual appraisal on 14th October 2024.
- c) To note that the Maintenance Officer passed his probation period on 2nd October 2024.

5. Staff Payroll and Budget

- a) To receive the payroll summary report for September, October and November 2024.
- b) To agree 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) To consider a recommendation from the Town Clerk to award an incremental increase of one spinal column point from SCP16 to SCP17 to the Assistant Town Clerk from next financial year in recognition of her expertise using the financial software and her willingness to take on new responsibilities.
- d) To consider the draft staffing budget for the financial year 2025-2028.

6. Staff Personal Development

To consider the 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.

7. Code of Conduct Reports

To note the Decision Notices from the ESC Monitoring Officer regarding the first Code of Conduct report.

8. Staff Grievance

- a) To receive and consider a staff grievance from the Town Clerk.
- b) To the Town Clerk's comments about an email received from the Art Station.

9. Next Meeting

To note the date and time of the next meeting which is scheduled for Friday 28th February 2025 at 12:30 pm.

Sharon Smith

Town Clerk

25th November 2024