

STAFFING A G E N D A

**For a Meeting to be held at 7.00pm
Tuesday 1st September 2026
Conference Room**

**At Champions Manor Hall, Hullbridge Road,
South Woodham Ferrers**

PRIVATE & CONFIDENTIAL

Membership:

Councillor B Massey
Councillor D Eley

Councillor L Kelly
Councillor Shearring

Councillor R Crosbie

**Karen Atkins
South Woodham Ferrers
Town Clerk
25th August 2026**



1 Apologies for Absence

To **RECEIVE** and **ACCEPT** any apologies for absence.

2 Confirmation of Minutes

To **APPROVE** the minutes of the Staffing meeting held on 21st July 2026.

3 Events & Marketing Officer

Committee to receive an update on the appointment of the Events & Marketing Officer including their employment start date.

4 Staff Pay

- Committee to **NOTE** that the NALC cost of living pay increase for 2026/27 has been approved and will be implemented in the September 2026 salary payments. The increase is 3.3% for scale points 3–62, is backdated to April 2026, and will be applied on a pro-rata basis for part-time staff.
- Committee to receive a report from the Town Clerk reviewing officers' salaries and making recommendations as appropriate.

5 SSO Probation

Committee to receive an update from the Town Clerk regarding the successful completion of the probationary period for the Street Service Operative.

6 Items to Note

The Town Clerk will hold 1:1 meetings with all staff members during September 2026.

7 Report to Council

To agree items to report to the Council meeting on 20 October 2026.

8 Next Meeting date

Next meeting date to be confirmed by the Town Clerk.

Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.