

**SOUTH WOODHAM FERRERS TOWN COUNCIL
STAFFING COMMITTEE**

PRIVATE & CONFIDENTIAL

MINUTES of a meeting held at Champions Manor Hall
on Tuesday 1st September 2026 at 7.00pm

Present:

Councillor B Massey (Chair)
Councillor A Shearring
Councillor R Crosbie
Councillor L Kelly
Councillor D Eley

In attendance: Town Clerk

SC94. Apologies for Absence

No apologies received.

SC95. Confirmation of Minutes

The minutes of the meeting held on 21st July 2026 were
APPROVED and signed by the chair.

Proposed: Councillor Kelly

Seconded: Councillor Crosbie

Vote: All in Favour

SC96. Events & Marketing Officer

The Town Clerk provided the Committee with an update on the recent interview process and confirmed that an offer of employment had been made. Satisfactory references have been received, and employment will commence on Monday 14 September 2026.

It was **AGREED** that Councillor Kelly undertake an interview skills course. The Town Clerk will source a suitable online course. The Committee requested that the Safer Recruitment Policy be reviewed at the next Staffing Committee meeting.

SC97. Staff Pay

Committee **NOTED** 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.

Proposal: The Committee considered a proposal to increase the salaries of the officers by one SCP scale point, in recognition of the Council's Gold Award achievement and the employees' level of work, responsibilities and performance

Proposed: Councillor Kelly
Seconded: Councillor Crosbie
Vote: All in Favour

SC98. SSO (Street service Operative) Probation

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

Proposal: To agree the permanent contract for the SSO from 26th May 2026 following the successful completion of the probation period.

Proposed: Councillor Eley
Seconded: Councillor Shearring
Vote: All in Favour

SC99. Items to Note

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

SC100. Report to Council

- Events & Marketing Officer
- SSO probation completed
- NALC Salary pay increase 2026/27.

SC101. Next Meeting Date

Next date to be agreed.

There being no further business to discuss, the Chair closed the meeting at 7.21pm.

Signed.....

Date: TBC

Chairman of the Meeting