

**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. Staffing Matters

The Committee considered staffing and recruitment matters in private session.

The Committee agreed that an interview skills course should be undertaken and 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.

SC98. Staff Matters

The Committee considered a staffing matter relating to the successful completion of a probationary period.

Details relating to the individual employee have been excluded from these public minutes.

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

- Staffing/recruitment matters
- Completion of a staff probationary period
- 2026/27 NALC salary pay increase

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