

**MINUTES OF THE MEETING OF THE TICKHILL TOWN COUNCIL
STAFFING COMMITTEE
Wednesday 15th July 2026
The Pavilion, Tithes Lane, Tickhill, DN11 9QN.**

Due to the confidential nature of the items on the agenda, members of the public, ward members and the press are excluded from the meeting due to the nature of the business being prejudicial to the public interest, by virtue of public bodies (admissions to meetings) act 1960.

MINUTES OF THE MEETING 15.07.2026 The meeting commenced at 7:30pm

S1.26 To receive apologies and to consider approval for reasons for absence. Apologies were received from Cllr Cooper and reasons circulated to members.

RESOLVED that the reasons for absence were approved.

S2.26 To receive any specific declarations of interest and to receive and consider any applications for dispensation There were none received.

RESOLVED to note that there were none.

S3.26 To approve the draft minutes of the meeting of 10th November 2025

Members confirmed they had received the minutes.

RESOLVED That minutes were approved as a true and accurate record of the meeting and signed by the chair of the Staffing Committee.

S4.26 To consider a review of the Chair of the Staffing Committee to ensure compliance with the salary approval process and identify any recommendations for Full Council.

Members discussed the current payroll approval process, noting that the current set up of the council following the appointment of the new Chair of the Council and Chair of the Finance Committee are not compliant with the approval process as set out in the policy. The policy requires two of three authorised signatories; however, as the roles of Chair of the Staffing Committee and Chair of the Finance Committee are currently held by the same councillor, this requirement can no longer be met.

Cllr Matt Bycroft expressed his wish to step down as Chair of the Staffing Committee. It was proposed, seconded, and resolved that, the recommendation to full council be to appoint Cllr Johnson as Chair of the Staffing Committee. It was suggested Cllr Bycroft continued to preside over the meeting which was accepted by all members.

RESOLVED that it be recommended to full council that Cllr Johnson be appointed Chair of the Staffing Committee.

S5.26 To review the current Payroll Approval Policy.

There was a brief discussion during which members confirmed that with the appointment of Cllr Johnson as Chair of the Staffing Committee, the Payroll Approval Policy was fit for purpose and there was no requirement for this to be updated.

RESOLVED that the Payroll Approval Policy be approved.

S6.26 To receive an update on policies.

The Clerk informed members that, following recent changes to employment legislation which are being implemented in stages up to April 2027, all of the Council's HR policies are currently being reviewed by an external HR professional to ensure they remain compliant with the updated legal requirements.

RESOLVED that the update be noted.

S7.25 To receive staffing costs vs budget for the financial year 27/28 as presented by the RFO at the Finance Committee at its meeting on 14th July 2026.

Members discussed the annual incremental salary of one pay scale for all staff members as proposed in the draft budget at the Finance Committee meeting. Councillor Bycroft queried the application of the increment and expressed concern regarding its implementation. The Clerk explained that the annual increment formed part of the contractual terms and conditions of employment. At Councillor Bycroft's request, the Clerk produced the relevant contract, following which Councillor Bycroft acknowledged that the increment was a contractual entitlement and should be awarded to all staff with the exception of the Clerk who is at the ceiling of the pay scale.

RESOLVED that all staff, with the exception of the Clerk receive their annual incremental salary increase in accordance with the terms of their contracts.

S8.26 To receive an update on staff roles and job descriptions as per resolution S12.25 at the meeting on 10.11.2025.

The Clerk reported that, in accordance with Minute S12.25, they had held detailed discussions with each member of staff to review and update their job descriptions. The revised job descriptions circulated to the Staffing Committee were now confirmed as accurately reflecting the duties and responsibilities currently undertaken by each employee. It was noted that the Clerk's role had also been reviewed to reflect the significant increase in responsibilities with the addition of the car park and the community orchard since the previous job description was produced.

RESOLVED that the updated job descriptions be noted.

S9.26 To consider the staffing bands in relation to job descriptions and progression following recognised qualifications.

Members considered the next stage of the benchmarking process following the resolution at the November meeting. Councillor Bycroft expressed the view that, he didn't believe it standard practice to recognise the CiLCA qualification in terms of an uplift in pay and that rather than benchmarking the Clerks role against comparable councils as per resolution 12.25, a full job evaluation of the Clerk's post should be undertaken. Councillor Johnson suggested comparing the Clerk's salary scale with equivalent roles advertised on the YLCA vacancy bulletin would be sufficient. Councillor Cartwright suggested contacting Clerks at comparable local councils to obtain information on roles, responsibilities and salary scales for CiLCA-qualified Clerks.

Councillor Bycroft raised concerns that benchmarking against other councils may not provide an accurate comparison as those roles may not have been subject to a formal job evaluation and reiterated his preference for contacting the YLCA on advice on how to proceed with a full job evaluation of the Clerk's role alone.

RESOLVED that the Clerk seek comparable benchmarking information as per resolution 12.25 of the previous meeting and the Staffing Committee contact the YLCA for information on the job evaluation process solely for the role of the Clerk to be discussed at the next Staffing Meeting.

S10.26 To consider the Council's position on trade union membership and recognition for Council employees, including whether arrangements should be introduced to enable employees to join a recognised trade union, and to make recommendations to Full Council as appropriate.

Members considered the Council's position on trade union membership and recognition for Council employees, during discussion, it was noted that employees have a legal right to join a trade union and that it would be unlawful to prevent or refuse membership. Members agreed that Council employees should be supported in exercising this right and that the Council should formally recognise an employee's choice to join a recognised trade union.

RESOLVED that the committee recommend to Full Council that it formally recognises the right of Council employees to join a recognised trade union and supports employees who choose to exercise that right.

S11.26 To consider the date for the next Staffing Committee meeting

As Cllr Cooper was unavailable, the Staffing Committee agreed to arrange a date that all members were available once information on benchmarking and evaluation had been sought.

RESOLVED that the date of the next meeting be confirmed as the earliest convenience.

S12.26 To consider the ongoing confidential staffing matter

Members expressed concern that the matter had taken an unacceptable length of time to progress and acknowledged that little progress had been made towards a resolution. It was agreed that the matter should now be treated as a priority to achieve a timely and appropriate outcome. It was agreed that appropriate professional advice be sought without delay and a meeting arranged as soon as practicable with the relevant parties and an independent mediator be engaged to assist in resolving the matter.

RESOLVED that the Chair of the Staffing Committee facilitate the process and oversee arrangements for the meeting.

There being no further business, the meeting closed at 20:31hrs

NEXT FULL COUNCIL MEETING: 28th July 2026

6:45pm

All meetings to be held at

The Pavilion, Tithes Lane, Tickhill, DN11 9QN

Approved by

Cllr A Johnson – Chair Staffing Committee

Date; To be confirmed