

24 September 2026

To: Councillors Gary Norman, Jo Day, Pam Lusby-Taylor, Elizabeth O’Keeffe, David Marsh and Vaughan Miller.

Dear Councillors

You are required to attend a meeting of the Staff Sub-Committee to be held in the Elsie Kimber Room, Town Hall at 2pm on 30th September 2026.

Yours sincerely,

Toby Miles-Mallowan
Chief Executive Officer

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest and dispensations**
To **receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes of the Staff Sub- Committee meeting held on (Appendix 1)**
To **agree** the minutes of the Staff Sub-Committee meeting held on 24 March 2026
- 4. Out of Hours Procedure (Appendix 2)**
To **receive** out of hours procedure proposal
To **resolve** the officers report
To **recommend** to Policy and Resources Committee the report
- 5. Exclusion of Press and Public**
Under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public to be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 6. NJC Pay agreement (Appendix 3)**
To **receive** the report on the NJC pay agreement for 2026/27.
To **resolve** the recommendations in the pay agreement report.
- 5. Civic Services Officer report**
To **receive** a report from the Civic Services Manager
To **resolve** the recommendations of the report.
- 6. Parks and Open Spaces Officer Report**
To **receive** report on Parks and Open Spaces Officer
To **resolve** the recommendations of the report.