



ROCHFORD TOWN COUNCIL

Members of Rochford Town Council – Staffing Committee

Members of the Staffing Committee are summoned to attend a meeting of the Staffing Committee of Rochford Town Council to be held on Wednesday, 22nd July 2026 commencing at 6.30 pm. The meeting will be held at The Parish Rooms, Rear of 72 West Street, Rochford SS4 1AS for the purpose of transacting the following business.

Members of the public and press are welcome to attend the meeting. All council meetings will be conducted in accordance with the Civility & Respect pledge and adopted Code of Conduct.

Emma Terris

Emma Terris
Clerk and Responsible Financial Officer
15th July 2026

AGENDA

- 1. To appoint a Chairman of the Staffing Committee for the 2026/2027 municipal year**
- 2. To appoint a Vice Chairman of the Staffing Committee for the 2026/2027 municipal year**
- 3. To appoint Cllr Shaw as a member of the Staffing Committee**
- 4. To receive apologies for absence**
To receive and accept apologies for absence
- 5. To receive any declarations of interests**
To receive declarations of pecuniary and non-pecuniary interests relating to items on the agenda.
- 6. Minutes of the Previous Meeting**
To receive, approve and sign the minutes of the Staffing Committee meeting held on Wednesday, 4th March 2026.
- 7. Date and Time of Next Meeting**
To agree the date and time of the next Staffing Committee meeting.
- 8. Exclusion of the Press and Public**

To resolve: That, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item(s) of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

9. Confidential Business

8.1 Staffing Matters

To receive an update on staffing matters from the Clerk and consider any actions required.

8.2 Maintenance Officer

To consider extending the Maintenance Officer's fixed-term contract, which expires on 31st July 2026, for a further period of six months, and to recommend the extension to Full Council.

8.3 Clerk's Appraisal

To appoint the Members who will undertake the Clerk's annual appraisal and to agree the timescale for when appraisal will be held.

8.4 HR Policies and Procedures

To receive the draft staffing policies and procedures prepared by Peninsula HR and consider recommending their adoption to Full Council.

8.5 Clerk's Working Hours

To review the temporary increase in the Clerk's working hours, which was approved for a period of six months, and to consider the arrangements that will apply upon its expiry in September 2026, including whether the increase should cease, be extended for a further period, or be made permanent and to make a recommendation to Full Council.