



**Town Clerk & RFO: Miss Dee Smith**  
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**Billingham Library & Customer  
Service Centre**  
**Billingham**  
**TS23 2LN**

## **STAFFING SUB-COMMITTEE**

**THURSDAY 12<sup>TH</sup> SEPTEMBER 2024, 1.30PM,  
AT THE TOWN COUNCIL OFFICE,  
BILLINGHAM LIBRARY & CUSTOMER SERVICE CENTRE**

### **AGENDA**

1. MINUTES OF THE STAFFING SUB COMMITTEE MEETING HELD ON 20<sup>TH</sup> JUNE 2024

To approve the above minutes as a true and accurate record (see appendix A – Draft minutes 20<sup>th</sup> June 2024).

2. EXCLUSION OF PRESS AND PUBLIC - Members are invited to consider passing the following resolution:

That under Section 100A (4) of the Local Government Act 1972 the press and public be excluded from the meeting during the disclosure of the following item on the agenda as they involve the likely disclosure of exempt information as defined in Part 1 of schedule 12A in the 1972 Act as indicated below:

Issues concerning: Staffing matters

**Miss Dee Smith**  
**Town Clerk & Responsible Finance Officer**  
**to Billingham Town Council**  
**2<sup>nd</sup> September 2024**

## **BILLINGHAM TOWN COUNCIL**

### **STAFFING SUB COMMITTEE MINUTES**

**Held on Thursday 20<sup>th</sup> June 2024, at 1.30pm  
at the Town Council office, Billingham Library & Customer Service  
Centre**

**Present:** Councillor H Atkinson - Chairman  
Councillor J Scollen  
Councillor Michelle Bendelow

**Others:** Miss D Smith - Town Clerk/RFO

**31/24 EXCLUSION OF PRESS AND PUBLIC - Members are invited to consider passing the following resolution:** That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during the disclosure of the following item on the agenda as they involve the likely disclosure of exempt information as defined in Part 1 of schedule 12A in the 1972 Act as indicated below:

Issues concerning: Staffing matters

#### **RESOLVED**

To pass the above.

#### **32/24 Staffing Matters**

The Town Clerk gave a confidential report on all staffing matters.

#### **RESOLVED**

**To recommend to Full Council on Tuesday 25<sup>th</sup> June 2024:**

1. Pay increase of one scale point to members of staff that have currently completed SLCC training.
2. To offer the temporary member of café staff a permanent contract.

The meeting concluded at 2pm with Councillors Atkinson, Bendelow and Scollen present.