



BUNGAY TOWN COUNCIL AGENDA

Employment Committee

A meeting of the Employment Committee will be held on
Thursday 30th September 2021 at 7.00 pm at The Riverside Centre, The Staithe, Bungay NR35 1BF.

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Please read the Riverside Centre Risk Assessment and Covid-19 Secure Risk Assessment before attending the meeting in person – <https://www.bungaytowncouncil.gov.uk/how-to-book>

Town Council Members:

Cllr. M. Lincoln - Chair, Cllr. P. Love – Deputy Chair,
Cllr. J. Adams, Cllr. M. Atterwill, Cllr. J. Blowers O’Neill.

All members of the Employment Committee are hereby summoned to attend the meeting to transact the following business:

AGENDA

1. Apologies for Absence:

To receive any apologies for absence.

2. Declaration of Interest & Requests for Dispensations:

Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

3. Public Forum:

Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chair, for no more than 20 minutes. Members of the public may not take part in the Committee meeting itself.

4. To approve the minutes outstanding - for consideration.

To approve the minutes of the Employment Committee Meeting – 26th August 2021.

ADMISSION TO MEETINGS - PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS PROPOSED THAT, BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, THE PUBLIC AND PRESS LEAVE THE MEETING DURING CONSIDERATION OF THE REMAINING MATTERS

5. To consider the current policies in respect of Employees Performance and Expenses.

- a. The need for a policy to address performance standards – for consideration.
- b. To review the disciplinary policy, processes, and procedures – for consideration.
- c. Expenses for the use of own vehicle by the Grounds Assistant – for consideration.

6. To review the responsibilities, and contract terms of the Assistant Clerk.

- a. Recognition of the current additional workload and responsibilities – for consideration.
- b. To consider the differential in net pay between salaries – for consideration.
- c. To consider new working arrangements for the administration office of Bungay Town Council – for consideration.

7. Date of next Meeting – 28th October 2021.

Eddie Rosier

23rd September 2021



BUNGAY TOWN COUNCIL AGENDA

Employment Committee

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