



BUNGAY TOWN COUNCIL

Employment Committee



Minutes of the Employment Committee Meeting held on Thursday 1st October 2020 at 6.00 pm.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting was conducted "online"

Town Council Members:

Cllr M. Lincoln (ML) Chair, Cllr. B Prior (BP) Vice Chair, Cllr. M Atterwill (MA), Cllr. J Blowers O'Neill (JBO'N).

Also present: J. Burton, (JB) Clerk/ RFO Bungay Town Council and 2 members of the public.

EC 007 **Apologies for Absence:** To receive any apologies for absence
2020/2021 All members of the Committee were present at the meeting – **Noted.**

EC 008 **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.

No declarations of interest were declared or requests for dispensations requested - **Noted.**

EC 009 **Public Forum:**
2020/2021 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 15 minutes. Members of the public may not take part in the Committee meeting itself.

The member of public present at the meeting had no issues to raise – Noted

EC 010 **To appoint another Employment Committee Member – for consideration.**
2020/2021

It was proposed by ML, seconded by MA, and unanimously **RESOLVED** that another Town Councillor be appointed to the Employment Committee and that JB to advertise this vacancy to Town Councillors and an appointment made at the next Employment Committee Meeting.

For	4
Against	0
Abstain	0

EC 011 **To appoint member of staff to replace the Assistant Clerk: for consideration.**
2020/2021

It was proposed by JBO'N, seconded by BP, and unanimously **RESOLVED** that it is recommended to Full Council on 15th October 2020 that the current Temporary Assistant Clerk, Eddie Rosier, be appointed to the Permanent Assistant Clerk role.

For	4
Against	0
Abstain	0

It was proposed by ML, seconded by BP, and unanimously **RESOLVED** that it is recommended to Full Council on 15th October 2020 that if appointed to the Assistant Clerk role the hourly rate of pay for Eddie Rosier is £11.50 per hour (an increase of £0.50p per hour).

For	4
Against	0
Abstain	0

Signed _____

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Date _____



BUNGAY TOWN COUNCIL

Employment Committee



EC 012 Lone Worker Policy review – for consideration
2020/2021 It was proposed by ML, seconded by MA, and unanimously RESOLVED that at the next Employment Committee Meeting the Bungay Town Council Lone Worker Policy be Considered in view of the following:

- In the Lone Worker Policy under the Risks Associated with the Role include ‘Violence’.
- In the Lone Worker Policy include the fact that Lone Working is more stressful, and that recognition is needed that stress is difficult to cover.
- JB to investigate if there is any specific training that staff can have in respect of Lone Working.
- Carry out a Risk Assessment on the Health & Safety aspect of Lone Working and to include this within the Lone Worker Policy.

For	4
Against	0
Abstain	0

EC 013 Staff update: for information
2020/2021 JB gave a brief summary for each member of staff. No major issues to report and staff working well during the current Covid19 Pandemic and the necessary safe-guarding precautions are in place – **Noted.**

The meeting closed at 6.25 pm

Dated: 2nd October 2020

Jeremy Burton
Clerk to Bungay Town Council,
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clerk@bungaytowncouncil.gov.uk

Signed _____

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Date _____