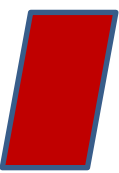




# BUNGAY TOWN COUNCIL

## Employment Committee



### Minutes of the Employment Committee Meeting held on Wednesday 27<sup>TH</sup> January 2021 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), Cllr. P. Love.

Also present: J. Burton, (JB) Clerk/ RFO Bungay Town Council,

**EC 033**      **Apologies for Absence:** To receive any apologies for absence  
**2020/2021**      Apologies were received from JBO’N – **Noted.**

**EC 034**      **Declaration of Interest & Requests for Dispensations:** Councillors to declare any Pecuniary or  
**2020/2021**      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 035**      **Minutes of the previous meeting: To approve the minutes of the Employment Committee**  
**2020/2021**      **Meeting held on 2<sup>ND</sup> December 2020** – for consideration.

**It was proposed by MA, seconded by PL, and RESOLVED to approve the minutes of the  
Employment Committee Meeting held on 2<sup>nd</sup> December 2020.**

<b>For</b>	<b>4</b>
<b>Against</b>	<b>0</b>
<b>Abstain</b>	<b>0</b>

**EC 036**      **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.

No members of the Public attended the meeting – **Noted**

**EC 037**      **Annual Appraisal process and documentation:** for consideration.  
**2020/2021**

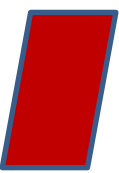
**It was proposed by BP, seconded by PL, and RESOLVED that ML let JB know what Personal  
Attributes to be added to the attached Appraisal Form (Appendix 1) and these to be added to  
the document.**

<b>For</b>	<b>4</b>
<b>Against</b>	<b>0</b>
<b>Abstain</b>	<b>0</b>



# BUNGAY TOWN COUNCIL

## Employment Committee



**EC 038**  
**2020/2021**

**Cleaning contracts for Bungay Town Council Assets: for consideration.**

It was proposed by BP, seconded by PL, and **RESOLVED** that JB to inform East Suffolk Council and Norse that we no longer required their services to clean the Town Hall & Riverside Centre respectively and this work to be carried out in future by the Bungay Town Council Groundsman.

<b>For</b>	<b>4</b>
<b>Against</b>	<b>0</b>
<b>Abstain</b>	<b>0</b>

It was proposed by ML, seconded by PL, and **RESOLVED** that ML will prepare a Lone Worker Risk Assessment for the next Employment Committee Meeting.

<b>For</b>	<b>4</b>
<b>Against</b>	<b>0</b>
<b>Abstain</b>	<b>0</b>

**EC 039**  
**2020/2021**

**Date of next meeting to be arranged: for consideration.**

It was agreed that the date for the next Employment Committee Meeting will be arranged as required – **Noted.**

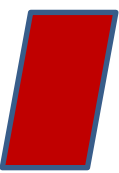
The meeting closed at 6.32 pm.

**Minutes Dated: 28<sup>th</sup> January 2021.**

**Jeremy Burton**  
**Clerk to Bungay Town Council,**  
1a, Broad Street, Bungay NR35 1EE  
[clerk@bungaytowncouncil.gov.uk](mailto:clerk@bungaytowncouncil.gov.uk)

Signed \_\_\_\_\_

2  
Date \_\_\_\_\_



Appendix 1

## Bungay Town Council Appraisal Template

Appraisee	
Date	
Appraiser	

<p>How do you feel the last 12 months have gone? <i>(Starting from last year's appraisal.)</i></p> <p><i>What has pleased you the most - given most satisfaction – most proud of – given best value?</i></p> <p><i>How well do you think you have met the standards expected in your job?</i></p>
<p>What are your key achievements over this period?</p> <p><i>Difficulties overcome – contribution to the team of colleagues – changes – lasting achievements</i></p>
<p>Do you feel that you have met your targets from last year?</p> <p><i>Challenges – story of the year</i></p>
<p>What do you feel you have contributed to the council's aims for Bungay?</p> <p><i>Council public facing – successes in this area – reflections and thoughts for the future</i></p>
<p>Have any problems or issues arisen over this period?</p> <p><i>Suggest ways these have been or might be overcome</i></p>

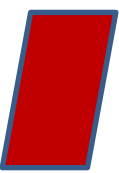
Signed \_\_\_\_\_

3  
Date \_\_\_\_\_



# BUNGAY TOWN COUNCIL

## Employment Committee



<p>What improvements and targets would you like to set out for the next 12 months?</p> <p><i>1. Targets – including how these will be measured – SMART targets</i></p> <p>2.</p>
<p>What help or resources do you need to complete these aims?</p> <p><i>Equipment – supervision - support</i></p>
<p>What training can we help you with?</p>
<p>Are there any other points you'd like to discuss?</p>

Signed by appraisee:	
Date:	
Signed by appraiser:	
Date:	