



**BUNGAY TOWN COUNCIL
EMPLOYMENT COMMITTEE**



**Minutes from Employment Committee held on Thursday 9th March 2022 at 7.00 pm at The Council Chamber,
The Town Hall, 1a Broad Street, Bungay NR35 1EE.**

In attendance: Cllr. M. Lincoln - Chair, Cllr. P. Love – Deputy Chair, Cllr Adams, Cllr. M. Atterwill, Cllr. J. Blowers O’Neill (via Zoom).

1. Apologies for Absence:

There were no apologies for absence – **Noted.**

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.

There were no requests for dispensation – **Noted.**

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.

There were no members of the public were present – **Noted.**

4. To approve the minutes outstanding - for consideration and update on outstanding actions.

To approve the minutes of the Employment Committee Meeting – 6th January 2022.

It was agreed that this item would be held over until the next meeting - **Noted.**

For	5	Against	0	Abstain	0
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It was proposed by JA, seconded by MA, and unanimously RESOLVED to suspend Standing Orders at this point of the meeting to take the following agenda items as confidential items.

For	5	Against	0	Abstain	0
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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



BUNGAY TOWN COUNCIL EMPLOYMENT COMMITTEE



Confidential Minutes.

5. **Appointment process for new Town Clerk** – for consideration.

Discussion of interview date and structure, bearing in mind assistant clerk is on annual leave at present. ML suggests interview panel plus opportunity to meet a couple of Councillors first, together with Assistant Clerk. Agreed by all.

ML agrees to create scoring panel.

Discussion about asking candidates to undertake a presentation as part of interview process. Decision not to proceed with this suggestion.

ML agrees to appraise previously asked questions and circulate to this committee. ML agrees to also circulate scoring grid and questions from last time.

Interview panel agreed: JA, ML, PL. ER to be involved.

Interviews to be held at Riverside. AD and FB to be approached to see if they are available Thur 17 March 09:30 AM or Fri 18 March PM. ML to invite candidates to interview by phone. Committee agreed that interview panel have authority to appoint after interviews. Discussion took place concerning pay scales.

6. **Review of Employment Policies** – for consideration.

ML had forwarded attendance/absence plus disciplinary policies in draft. He will re-circulate for comments back to him in advance of next meeting.

Next committee meeting 18:00 07 April prior to Resources Committee - to agree human resources policies.

ML agrees to circulate scoring grid and questions from last time.

Meeting closed 19:55 hours.

7. **Date of next Meeting** – TBC

Minutes taken by Cllr Phil Love.

Town Clerk, Bungay Town Council.
1a, Broad Street, Bungay NR35 1EE
clerk@bungaytowncouncil.gov.uk

9th March 2022

Signed: _____ Date: _____