



BUNGAY TOWN COUNCIL

Employment Sub Committee



Minutes of the Employment Sub Committee Meeting held on Thursday 23rd January 2020 at 6.30 pm in the Riverside Centre, The Staithe, Bungay

Town Council Members:

Cllr M. Lincoln Cllr. J Blowers O'Neill Cllr. S Collins Cllr. B Prior

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

ESC 001 **To appoint a Sub - Committee Chair:** For consideration
2019/2020

It was proposed by BP, seconded by ML, and unanimously RESOLVED that SC be appointed as Chair of this Sub- Committee.

ESC 002 **To appoint a Sub – Committee Vice Chair –** For consideration
2019/2020

It was proposed by ML, seconded by SC, and unanimously RESOLVED that BP be appointed as Vice Chair of this Sub- Committee.

ESC 003 **Apologies for Absence:** To receive any apologies for absence
2019/2020

It was proposed by BP, seconded by ML, and unanimously RESOLVED to accept the apologies of JBO'N (Illness).

ESC 004 **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.
2019/2020

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

ESC 005 **Public Forum:**
2019/2020 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 Chairman, for no more than 15 minutes. Members of the public may not take part in the Committee meeting itself.

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

ESC 006 **To adopt the Employment Sub - Committee Terms of Reference:** for consideration
2019/2020

A draft Terms of Reference for this Employment Sub-Committee was discussed and amended as per attached document which is to be signed off at the next meeting on 23rd April 2020 – **Noted.**

ESC 007 **Staffing Matters:** for consideration.
2019/2020

JB to call a meeting of the Appeals Sub – Committee – **Noted**

Agenda item for next Employment Sub – Committee meeting is to be Staff Training – **Noted.**



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**ESC 008 Date of next Meeting: - 23rd April 2020 – For information:
2019/2020**

The meeting closed at 6.59 pm

Dated: 28th January 2020

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

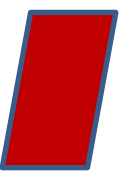
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HR & Employment Sub-committee - Terms of Reference

The purpose of the HR & Employment Sub-committee is to manage the employment of staff, including appointments, reviews, provision of documents, salary reviews and grievance & disciplinary.

There are 4 voting members of the sub-committee. The sub-committee will report to the Governance, Employment & Finance committee as appropriate.

Members of this sub-committee can be any members of the Council. The sub-committee will elect a chairman and vice-chairman at the beginning of the municipal year or at any time if required.

The sub-committee will meet as required but not less than 4 times per year to debate and discuss items such as the following with delegated authority from the Legal & Finance committee to fulfil the following responsibilities (including spending within its approved budget):-

- Establish and keep under review the staffing structure in consultation with the Finance Committee.
- Draft, implement, review, monitor and revise policies for staff.
- Establish and review salary pay-scales for all categories of staff and to be responsible for their administration and review.
- Oversee the recruitment and appointment of staff.
- Arrange new employment contracts and changes to contracts.
- Establish and review performance management (including annual appraisals) and staff training programmes for staff. Annual appraisals should all be countersigned by a designated Councillor.
- Oversee any process leading to dismissal of staff (including redundancy).
- Keep under review staff working conditions and health and safety matters.
- Monitor and address staff absence in accordance with NALC guidelines.

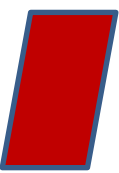
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Date _____



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- Make recommendations on staffing related expenditure to the Legal & Finance Committee.
- Consider any appeal (unless the decision has been made by this Committee) against a decision in respect of pay.
Note: any appeal against a decision made by this Committee should go to the Appeals Sub – Committee.
- Oversee the Town Mayor to consider a grievance or disciplinary matter, unless the decision has been made by this committee in which case it should be heard by the Appeals Sub – Committee.
- Oversee the Town Mayor to supervise and performance manage the Clerk's work, to administer his/her leave requests, record and monitor his/her absences and handle grievance and disciplinary matters and pay disputes.
- Any other item that is deemed appropriate by Council or the Governance, Employment & Finance Committee.

23rd January 2020

Signed _____

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Date _____