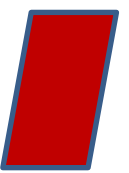




BUNGAY TOWN COUNCIL

Employment Committee



Minutes of the Employment Committee Meeting held on Thursday 30TH September 2021 at 7.00 pm in the Riverside Centre, The Staithe, Bungay NR35 1BF

Town Council Members:

Cllr. M. Lincoln (ML) Chair, Cllr. P. Love (PL) Deputy Chair

Cllr. J. Adams (JA), Cllr. M Atterwill (MA), Cllr. J Blowers O’Neill (JBO’N),

Also present: E. Rosier, (ER) Assistant Clerk, Bungay Town Council

EC 022 Apologies for Absence:

2021/2022 To receive any apologies for absence.

Apologies were received from JBO’N, who attended the meeting via Zoom - **Noted.**

EC 023 Declaration of Interest & Requests for Dispensations: Councillors to declare any Pecuniary or

2021/2022 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 by the Committee Members - **Noted.**

EC 024 Public Forum:

2021/2022 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 025 Minutes of the previous meeting: To approve the minutes of the Employment Committee

2021/2022 Meeting held on 26th August 2021 – for consideration.

It was proposed by MA, seconded by PL, and **RESOLVED** to approve the minutes of the Employment Committee Meeting held on 26th August 2021 as a true and accurate record of the meeting, the date of the next meeting having been amended to 30th September 2021, and these were signed by the Chair (ML).

For	4
Against	0
Abstain	0

It was proposed by MA, seconded by PL, and **RESOLVED** that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the remaining matters.

For	4
Against	0
Abstain	0

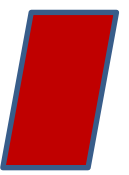
Signed _____

1
Date _____



BUNGAY TOWN COUNCIL

Employment Committee



EC 026
2021/2022

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.

A discussion took place over the difficulties of judging performance in the absence of a benchmark or comparator, the inconsistencies in past management of the role and how best to monitor and judge performance. Too much flexibility and latitude had resulted in complaints from members of the public over the time allowed for conversation, and consideration was given to how soft skills could be used to deal with the wider issues and achieve improvement by association, by recognising a person’s strengths and weaknesses and thereby improving motivation.

It was proposed by PL, seconded by JA, and RESOLVED to actively pursue policies, and develop ML’s suggestions for Staff Well-being Policies (see appendix 1), and for the Governance & Policies Working Group to be approached to consider which professional bodies to approach for advice.

For	4
Against	0
Abstain	0

ML agreed to approach Cllr. K Lodge, Chair of the Governance and Policies Working Group, to offer to assist with this process - **Noted.**

It was proposed by JA, seconded by PL, and RESOLVED to agree a fixed monthly payment of £35 to cover the use of the Grounds Assistant’s own vehicle, and an additional 0.45p per mile to be paid at the line manager’s discretion to cover additional usage, and that this mileage allowance should be included in the Expenses Policy for all members of staff.

For	4
Against	0
Abstain	0

EC 027
2021/2022

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.

It was proposed by JA, seconded by ML, and RESOLVED to pay the Assistant Clerk an Honorarium calculated at the difference between what the Town Clerk would have earned, and the amount the Assistant Clerk is paid, and for the period from 12th September to 10th October 2021. A further Honorarium was to be considered to cover a period following the commencement in post of the new Town Clerk.

For	4
Against	0
Abstain	0

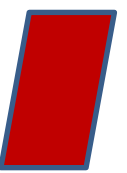
Signed _____

2
Date _____



BUNGAY TOWN COUNCIL

Employment Committee



A discussion took place concerning balancing the job description of the assistant clerk, their performance in post and the additional roles and responsibilities that had been incorporated into the assistant clerk's role.

It was proposed by JA, seconded by PL, and RESOLVED to plan to reassess the grading of the role of Assistant Clerk, incorporating input from the Assistant Clerk, the new Town Clerk, and the Employment Committee, and for the new job description to be named 'Deputy Clerk'.

The process agreed was as follows:

1. The Assistant Clerk to list the roles and responsibilities currently undertaken.
2. The Employment Committee to review this.
3. The Employment Committee to discuss and agree this with the new Town Clerk.
4. Any uplift in salary to be backdated to 1st October 2021.

For	4
Against	0
Abstain	0

It was agreed that consideration of new working arrangements for the administration office of Bungay Town Council would be held over until the next meeting to have more information to hand.

EC 028 **Date of next meeting – 28th October 2021.**
2021/2022

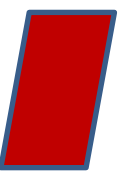
The meeting closed at 8.30 pm.

Minutes Dated: 1st October 2021.

Edwin Rosier
Assistant Clerk. Bungay Town Council,
Bungay Town Hall,
1a, Broad Street, Bungay NR35 1EE
admin@bungaytowncouncil.gov.uk

Signed _____

3
Date _____



Appendix 1.

Staff Well-being Policies

General Statement

It is Bungay Town Council's responsibility to ensure that those who work for it are treated in a supportive and respectful way. The Town Council expects a great deal from those who work for it and, in return, employees can expect the highest standards of care and consideration...../

Remuneration

Principles and procedures for

Determining or setting salary
Pay progression and review
Reward for outstanding performance
Payment for temporary responsibilities
Expenses

Performance Management

Attendance (managing attendance)

Responsibilities
Notification
Absence of more than 7 days
Return to work procedures
Persistent intermittent absence
Absence review/interview
Long term absence
Occupational Health

Discipline

Grievance

Signed _____

4
Date _____