



Minutes of the ON-LINE Staffing Sub-Committee held at 9.30am on Friday 13 November 2020  
hosted from the Costessey Centre, Longwater Lane, NR8 5AH

**Present:** Cllrs P O'Connor (Chairman), J Amis, G Dole, S Hannant, G Jones; H Elias (Town Clerk),  
N Bailey (Deputy Clerk)

**To receive apologies for absence (pecuniary, non-pecuniary & sensitive)**

**SSC048/20:** None.

**To receive declarations of interest**

**SSC049/20:** Cllr S Hannant declared a pecuniary interest in any item involving Barclays Bank as she is in receipt of a Barclays pension

**SSC050/20:** The Clerk and Deputy declared a pecuniary interest in anything which involved their salaries or contracts

**To confirm and sign the minutes of the previous Staffing Sub-Committee meeting on 15 October 2020**

**SSC051/20:** Min: SSC0042: should read "contracts" not "contacts". Min: SSC045/20: should read "out" not "our". Fair copies to be delivered to the Chairmen of the Sub Committee and the F,B&S Committee. **ACTION: Town Clerk**

**RESOLVED to approve the minutes with the above amendments**

**To receive updates on the previous minutes (No resolutions may be passed)**

**SSC052/20:** Min: SSC041/20: Staff Organisational Chart: This had been re-drawn and would be put on the website. **ACTION: Deputy Clerk**

**To receive a general update on Staffing matters (No resolutions may be passed)**

**SSC053/20:** Staff sickness and leave was reported on

**SSC054/20:** **RESOLVED to confirm the date of the next Staffing Sub-Committee Meeting as Thursday 10 December at 10am**

**SSC055/20:** **RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions being exempt as they relate to staffing and employment contract issues**

**\*THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE**

**\* To consider the updated Job Description for the Buildings Manager**

**SSC056/20:** Various clauses were amended following discussion.

**RECOMMENDED to F, B&S Committee that the amended Buildings Manager's Job Description be approved**

**\*To consider the Building Manager's updated contract**

**SSC057/20:** The contract follows the latest NJC model as sent by the HR consultant. Following discussion various clauses were amended and reference made to latest Government statutes and guidance.

**RECOMMENDED to F, B&S Committee that the updated Buildings Manager's contract be approved**

**\*To consider the Cleaner's amended contract**

**SSC058/20:** Similar changes were made to the new Cleaner's contract as to the Building's Manager's contract. Realignment of the Cleaner's rate of pay to Local Government salary scales was discussed. It was suggested that employees should sign to state that they had received various CTC Policies. **ACTION: Clerk**

**RECOMMENDED to F, B&S Committee that the Cleaner's rate of pay be aligned with Local Government SCP pay scales as of 1 April 2021**

**SSC059/20: RECOMMENDED to F,B&S Committee that the new Cleaner's contract be approved**

**\*To consider the updated DRAFT Grievance Policy**

**SSC060/20:** The amended Grievance Procedure / Policy had been drawn up in line with latest best practice. The aim was to introduce the amended policies with immediate effect for the Buildings Manager and Cleaner and (with the relevant notice) for other Employees on 1 April along with updated contracts. **ACTION: Town Clerk**

**RECOMMENDED to F,B&S Committee that the updated Grievance Policy be approved with immediate effect for the Buildings Manager and Cleaner and that it be applied to other employees from 1 April 2021**

**\*To consider the updated DRAFT Disciplinary Policy**

**SSC061/20:** The amended Disciplinary Procedure / Policy had been drawn up in line with latest best practice. The aim was to introduce the amended policies with immediate effect for the Buildings Manager and Cleaner and (with the relevant notice) for other Employees on 1 April along with updated contracts. **ACTION: Town Clerk**

**RECOMMENDED to F,B&S Committee that the updated Disciplinary Policy be approved with immediate effect for the Buildings Manager and Cleaner and that it be applied to other employees from 1 April 2021**

**\*To receive further HR information**

**SSC062/20:** None

**SSC063/20: The meeting closed at 10.54am**

**Chairman:**

**Date:**