



**Minutes of the ON-LINE Staffing Sub-Committee held at 10am on Thursday 15 October 2020
hosted from the Costessey Centre, Longwater Lane, NR8 5AH**

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

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

SSC031/20: None.

To receive declarations of interest

SSC032/20: Cllr S Hannant declared a pecuniary interest in any item involving Barclays Bank as she is in receipt of a Barclays pension

SSC033/20: 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 18
September 2020**

SSC034/20: The minutes were approved with no amendments

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

SSC035/20: Min: SSC023/20: Disciplinary Procedure, Grievance Procedure, and Equality Policy:
These all need updating and should then be issued to employees along with the amended contracts (new statutory Bereavement Leave wording to be inserted). It was noted that new contracts cannot be imposed on employees.

SSC036/20: Min: SSC025/20: Further amendments were needed in conjunction with the HR consultant. **ACTION: Town Clerk**

SSC037/20: SSC028/20: Opt-Out from Working Time Directive: These should be issued to employees as a separate document along with any amended contracts

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

SSC038/20: Notes from a staff discussion re the new Government Covid alert tiers were discussed. Setting up systems to work from home had proved more complicated than anticipated as access to the shared drive, bookings system and accounts were needed. Access to e-mails was not difficult, but some staff members needed access to supporting documentation. It is likely that if Costessey / Norwich / Norfolk are placed into Tier 2 the halls may have to be closed to the public again, as indoor sports and exercise will only be permitted indoors if it is possible for people to avoid mixing with people they do not live with or share a support bubble with, or for youth or disability sport. It also raises the question of footballers having access to the changing room toilets at Breckland Park

SSC039/20: RESOLVED to confirm the date of the next Staffing Sub-Committee Meeting as Friday 13 November at 10 am

SSC040/20: 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

Cllr D Burrill left the meeting

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

*** To update the Staff Organisational Chart following the TUPE transfer**

SSC041/20: The requirement to publish the organisational chart was relatively recent. The new Cleaner should be added along with any changes to the Job Titles following changes to job descriptions.

RECOMMENDED to F, B&S Committee that the Organisational Chart be amended as above

***To consider information on contracts, job descriptions and updates**

SSC042/20: Disciplinary Procedure, Grievance Procedure, and Equality Policy to be updated in line with latest best practice and amended along with contracts. The aim is for preparation work to be completed over the winter with a view to introducing the amended contracts on 1 April. **ACTION: Town Clerk**

***To discuss workloads**

SSC043/20: It was noted that office staff were under a great deal of time pressure at present. Buildings Manager is working overtime so cannot easily act as Minutes Secretary to full Council meetings. Her job description is out of date and is being amended, but should include usual "catch all" clause as other staff

RECOMMENDED to the F,B&S Committee that the Clerk's Assistant (Buildings Officer) Job Title be amended to Buildings Manager

***To consider staff call-out remuneration**

SSC044/20: A discussion took place as to how an employee should be paid for the inconvenience of being on stand-by. Further research from other organisations is needed. **ACTION: Town Clerk**

***To consider staff mobile phone provision**

SSC045/20: Council mobile phones to be used for out of hours stand-by calls.

RECOMMENDED to the F,B&S Committee that mobile phones to be provided where necessary

***To receive further HR information**

SSC046/20: None

SSC047/20: The meeting closed at 10.56am

Chairman:

Date: