



## Minutes of the ON-LINE Staffing Sub-Committee held at 10am on Friday 18 September 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)**

**SSC018/20:** None.

### **To receive declarations of interest**

**SSC019/20:** Cllr S Hannant declared a pecuniary interest in any item involving Barclays Bank as she is in receipt of a Barclays pension

**SSC020/20:** 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 7 August 2020**

**SSC021/20:** The minutes were approved with no amendments

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

**SSC022/20:** Min: SSC012/20: The new Cleaner has been given a CTC phone on a Pay as You Go SIM card at approx. £5 per month

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

**SSC023/20:** Disciplinary Procedure, Grievance Procedure and Equality Policy: The HR Consultant had advised that the Disciplinary Procedure should not be split between the Contract and a separate Schedule, but amalgamated and contained in one document. The Grievance Procedure and Equality Policy should also be in single documents, to be checked by the HR Consultant to ensure they are in line with ACAS guidance, before being present to the Sub-Committee for approval. **ACTION: Town Clerk**

**SSC024/20:** Key Personnel Insurance Cover: Several specialist insurers had withdrawn this type of cover when Covid 19 struck. They were now providing it again, but were considerably more expensive than adding cover for 8 key worker roles to the existing Zurich insurance @ £120 pa including loyalty discount. Two weeks after an injury etc the policy will pay out £500 for 10 weeks and £100 per week thereafter.

### **To confirm the date of the next Staffing Sub-Committee Meeting**

**SSC025/20:** Date to be confirmed when the draft Contract and additional procedures had been approved by the HR Consultant, but possibly immediately before the next scheduled F,B&S Committee meeting. **ACTION: Town Clerk**

**SSC026/20:** **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**

No members of the public were present

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

**\*To approve the draft contract of the transferred cleaning staff & Opt Out form**

**SSC027/20: DRAFT Contract:** The Committee requested the line manager hierarchy be inserted and suggested that the Meet and Greet function be included in the Job Description at 3.1. Buildings Manager / Officer title should be unified. Committee queried the wording and intent of several paragraphs and asked for advice and clarification from the HR Consultant with a view to reviewing the amended draft at the next Staffing Sub-Committee meeting.

**SSC028/20: Opt-Out from Working Time Directive:** The HR Consultant had advised that the Opt Out Agreement should be a separate document from the Contract and had supplied an appropriate model.

**RECOMMENDED to the F,B&S Committee that CTC adopt the agreement as per the HR consultant's model document**

**\*To receive further HR information**

**SSC029/20:** The appraisals are on-going and back-up arrangements were discussed regarding who should undertake them.

**SSC030/20: The meeting closed at 10.33am**

**Chairman:**

**Date:**