



Minutes of the ON-LINE Staffing Sub-Committee held at 10am on Thursday 10 December 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)

SSC064/20: None.

To receive declarations of interest

SSC065/20: None

To confirm and sign the minutes of the previous Staffing Sub-Committee meeting on 13 November 2020

SSC066/20: RESOLVED to approve the minutes with no amendments

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

SSC067/20: Min: SSC041/20: Staff Organisational Chart: This had proved difficult to upload onto the website. **ACTION: Deputy Clerk**

SSC068/20: Min: SSC058/20: The Cleaner had signed and returned the new contract.

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

SSC069/20: Staff sickness was reported on.

SSC070/20: RESOLVED to hold the next Staffing Sub-Committee Meeting on Friday 22 January 2021 at 10am

SSC071/20: 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 staff call-out remuneration (see report)

SSC072/20: The report and comparison table on other Councils' practices was discussed. It was noted that this was to do with *ad hoc* out-of-hours callouts, not permanent stand-by. The Council employs an overnight security company to lock up gates, which can be called on to send personnel in an emergency. Staff time should be claimed on the timesheets.

RECOMMENDED to F, B&S Committee that the Buildings Officer only be able to claim for *ad hoc* call outs as per the amended table (columns 3 and 4 to be amalgamated and aligned), and that these arrangements should be reviewed in March to allow for changes from 1 April

*To consider the suggested amendments to the Clerk's Assistant (Accounts & General) Job Description

SSC073/20: Suggestions were made to remove the last sentence of clauses vi) & vii) and to place them in a separate clause xi). Also to add "the Buildings Manager" to clause vi) after "to liaise with"
RECOMMENDED to F, B&S Committee that the Job Description be adopted with the above amendments

*To receive further HR information

SSC074/20: None

SSC075/20: The meeting closed at 10.40am

Chairman:

Date: