



Minutes of the ON-LINE Staffing Sub-Committee held at 10am on Friday 7 August 2020 at 10:30am 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), D Bowles (Buildings Officer)

To elect a Sub-Committee chairman

SSC001/20: Cllr P O'Connor was elected as Sub-Committee Chairman

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

SSC002/20: None. Cllr S Hannant was experiencing connection difficulties during this part of the meeting, but re-joined the meeting for the next item

To receive declarations of interest

SSC003/20: The Buildings Officer declared a pecuniary interest and left the meeting for the item relating to her salary

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

SSC004/20: The TUPE consultation meeting had taken place with staff to be transferred

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

SSC005/20: To be confirmed when the draft Contract had been approved by the HR consultant

SSC006/20: 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 issues

No members of the public were present

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

***To consider the arrangements for the transferred cleaning staff including terms of employment and remuneration** (see confidential report)

SSC007/20: As a general rule staff transferring under TUPE regulations had to transfer under the same terms & conditions, including length of service. The confidential report was discussed

SSC008/20: RECOMMENDED to F,B&S Committee that the number of hours per week and the number of days rostered per week remained the same

SSC009/20: RECOMMENDED to F,B&S Committee that the rate of pay should initially be as per the suggestion in 3.1 of the report until new Local Government pay scales were announced

SSC010/19: RECOMMENDED to F,B&S Committee that the number of annual leave days should initially remain the same with Local Government terms being introduced from April 2021

SSC011/19: RECOMMENDED to F,B&S Committee that sick pay should be in line with standard Local Government terms and the notice period for the employee be the same as the payroll frequency

SSC012/19: RECOMMENDED to F,B&S Committee that a mobile phone be provided / £5 per month payment towards work calls depending on preference

SSC013/19: Uniform & PPE were discussed. Suppliers have been identified. An ID badge would be required to allow hirers to identify cleaners as CTC staff.

SSC014/19: The staff transferred would be automatically enrolled in the Norfolk Pension Scheme under Government Auto-Enrolment legislation

SSC015/19: Clerk to draft a contract in line with above recommendations and other Local Government conditions and send to HR consultant for approval. **ACTION: Town Clerk**

SSC016/19: The Buildings Officer declared a pecuniary interest and left the meeting as the following item related to her salary

RECOMMENDED to F,B&S Committee that the previously approved increase come into effect from the date of the TUPE transfer and be reviewed with the other salaries at the appropriate time

SSC017/19: The meeting finished at 10.50am

Chairman:

Date: