



# BUNGAY TOWN COUNCIL EMPLOYMENT COMMITTEE



**Minutes from Employment Committee held on Thursday 14<sup>th</sup> April 2022 at 6.00 pm at The Riverside Centre,  
The Staithe Bungay NR35 1BF.**

**In attendance:** Cllr. M. Lincoln - Chair, Cllr. P. Love – Deputy Chair, Cllr Adams, Cllr. M. Atterwill.  
**Deputising clerk** – Mrs L Beevor

**1. Apologies for Absence:**

Apologies were received from Cllr. J. Blowers O'Neill.

**2. Declaration of Interest & Requests for Dispensations:**

Councillors to declare any Pecuniary or Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.

There were no requests for dispensation – **Noted.**

**3. Public Forum:**

Members of the public are invited to give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chair, for no more than 20 minutes. Members of the public may not take part in the Committee meeting itself.

There were no members of the public present.

**4. To approve the minutes outstanding** - for consideration and update on outstanding actions.

To approve the minutes of the Employment Committee Meeting of 6<sup>th</sup> January 2022 and 9<sup>th</sup> March 2022.

**It was agreed by all to approve the minutes of 6<sup>th</sup> January 2022 and 9<sup>th</sup> March 2022.**

**5. ADMISSION TO MEETINGS - PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS PROPOSED THAT, BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, THE PUBLIC AND PRESS LEAVE THE MEETING DURING CONSIDERATION OF THE REMAINING MATTERS**

**It was proposed by JA, seconded by MA, and unanimously RESOLVED to suspend Standing Orders at this point of the meeting to take the following agenda items as confidential items.**

**Review of employment policies** – for consideration.

ML advised that two new policies need to be considered as circulated, whilst two more need reviewing as circulated. The two that need reviewing are to be considered by the governance group and will be brought to full council in due course.



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The two new policies have been adapted from the NALC model policies and relate to a) Sickness Absence Policy and b) Performance Improvement Policy.

a) Sickness Absence Policy

Discussion about each page of the policy, and whether all items were clear and relevant to the needs of BTC.

Sick Pay arrangements – these will be as per the appropriate employee contract of employment until such time as a separate Sickness Pay Policy is considered. Discussion about having standard practices in future to ensure that any health matters can be dealt with appropriately.

Discussion also about some of the terminology in the draft policy – for example the use of the word ‘frequent’ and what that might mean.

It was agreed that as the Bradford formula is clear on the definition of short-term absences it would be appropriate to state that the Policy will use the Bradford formula, and that this ought to be defined in the document as follows; ‘in assessing short term absence the council will use the Bradford formula’

Preamble to be altered to clarify that short, frequent, unplanned absences are more disruptive to the organisation than longer term absence.

It was agreed by all that the Nalc definition of ‘long term’ as being four weeks, was appropriate for BTC.

After full discussion it was agreed that ML would redraft the policy with all the alterations agreed.

b) Performance Improvement Policy

Discussion about linking this with a Performance Management Policy/ Performance Development Plan Policy, and about the process that should be undertaken. It was suggested and agreed that the policy should refer to the role of the Employment cttee within the process.

After full discussion it was agreed that ML would redraft the policy with the agreed alterations.

**6. Date of next Meeting** – It was agreed that a separate meeting would be held to discuss salaries – potential date 4<sup>th</sup> May 2022 at 6.30pm.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_