



BUNGAY TOWN COUNCIL

Employment Committee



Minutes of the Employment Committee Meeting held on Wednesday 2nd December 2020 at 6.00 pm.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting was conducted “online”.

Town Council Members:

Cllr. M. Lincoln (ML) Chair, Cllr. B Prior (BP) Vice Chair,

Cllr. M Atterwill (MA), Cllr. J Blowers O’Neill (JBO’N), Cllr. P. Love.

Also present: J. Burton, (JB) Clerk/ RFO Bungay Town Council,

EC 023 **Apologies for Absence:** To receive any apologies for absence
2020/2021 All members of the Committee were present at the meeting – **Noted.**

EC 024 **Declaration of Interest & Requests for Dispensations:** Councillors to declare any Pecuniary or
2020/2021 Non-Pecuniary Interests. Notwithstanding this item, Members may subsequently declare an
interest at any point in the meeting.

No declarations of interest were declared or requests for dispensations requested - **Noted.**

EC 025 **Minutes of the previous meeting: To approve the minutes of the Employment Committee**
2020/2021 **Meeting held on 10th November 2020 – for consideration**

It was proposed by BP, seconded by JBO’N, and **RESOLVED** to approve the minutes of the
Employment Committee Meeting held on 10th November 2020.

For	5
Against	0
Abstain	0

EC 026 **Public Forum:**
2020/2021 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 15 minutes. Members of the
public may not take part in the Committee meeting itself.

No members of the Public attended the meeting – **Noted**

EC 027 **Annual Appraisal process and documentation:** for consideration.
2020/2021

It was proposed by ML, seconded by JBO’N, and **RESOLVED** that ML use the attached Appraisal
Form (Appendix 1) as a template and to add ‘Attribute’ Questions to this form and be reviewed
at the next Employment Committee Meeting.

For	5
Against	0
Abstain	0



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EC 028 Lone Worker On – Line Training: for consideration.
2020/2021

It was proposed by ML, seconded by PL, and **RESOLVED** that THE Town Council’s 3 members of staff, and ML, attend the online Lone Worker Training course with High Speed Training.

For	5
Against	0
Abstain	0

EC 029 Office working capacity – for consideration.
2020/2021

Concerns had been expressed by Committee Members of the high volumes of work that the Office Staff are carrying out. Potential remedies were discussed including (1) reduction in emails being sent and CC’s only being sent to relevant parties (2) minutes of meetings to include who would be carrying out any agreed Action Points and care be taken that Action Points are not all given to Office Staff.

It was proposed by ML, seconded by PL, and **RESOLVED** that this item be brought to the next Full Town Council Meeting

For	5
Against	0
Abstain	0

EC 030 Cleaning contracts for Bungay Town Council Assets: for consideration.
2020/2021

A paper written by JB regarding the cleaning of the Bungay Town Council Assets being transferred from East Suffolk Council had been distributed to all Town Councillors prior to the meeting and the contents were discussed by the Committee Members.

From this paper it was agreed:

- That the Town Council Groundman monitors the toilets for 1 month to ascertain usage and general cleanliness – **Noted.**
- Look to terminate existing cleaning contacts with view to new regime being effective from 1/4/21 – **Noted.**

It was proposed by JBO’N, seconded by MA, and **RESOLVED** that JB obtain 3 quotations from Contract Cleaners to clean the 2 sets of Public Toilets for 4 hours each weekend and to provide Holiday Cover (Total of 264 hours per annum) and BP to provide the schedule of works required.

For	5
Against	0
Abstain	0

EC 031 Office Closing Dates over Christmas & New Year period – for consideration.
2020/2021

It was proposed by PL, seconded by MA, and **RESOLVED** that the Christmas & New Year Holiday Closing dates for the Town Council Offices are to close on Wednesday 23rd December 2020 @ 5.00 p.m. and re-open on Monday 4th January 2021 @ 9.00 a.m.

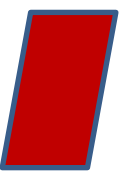
For	5
Against	0
Abstain	0

At this point of the meeting JB left the Zoom link to the meeting



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EC 032 **Honoraria for staff members – for consideration.**
2020/2021

It was proposed by BP seconded by ML, and **RESOLVED** that a 1 off payment of £350.00 be made to the Town Clerk and Assistant Town Clerk as a 'Thank- You' for the work that they have carried out on behalf of the Town Council and particularly during the Covid 19 pandemic period.

For	5
Against	0
Abstain	0

At this point of the meeting JB re-joined the Zoom link to the meeting

It was agreed that the date for the next Employment Committee Meeting be arranged for Wednesday 13th January @ 6.00 pm – **Noted.**

The meeting closed at 7.28 pm

Minutes Dated: 3rd December 2020

Jeremy Burton
Clerk to Bungay Town Council,
1a, Broad Street, Bungay NR35 1EE
clerk@bungaytowncouncil.gov.uk

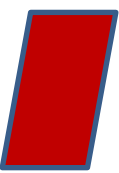
Signed _____

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Date _____



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Appendix 1

Bungay Town Council Appraisal Template

Appraisee	
Date	
Appraiser	

<p>How do you feel the last 12 months have gone? <i>(Starting from last year's appraisal.)</i></p> <p><i>What has pleased you the most - given most satisfaction – most proud of – given best value?</i></p> <p><i>How well do you think you have met the standards expected in your job?</i></p>
<p>What are your key achievements over this period?</p> <p><i>Difficulties overcome – contribution to the team of colleagues – changes – lasting achievements</i></p>
<p>Do you feel that you have met your targets from last year?</p> <p><i>Challenges – story of the year</i></p>
<p>What do you feel you have contributed to the council's aims for Bungay?</p> <p><i>Council public facing – successes in this area – reflections and thoughts for the future</i></p>
<p>Have any problems or issues arisen over this period?</p> <p><i>Suggest ways these have been or might be overcome</i></p>

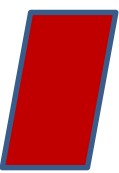
Signed _____

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Date _____



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<p>What improvements and targets would you like to set out for the next 12 months?</p> <p><i>1. Targets – including how these will be measured – SMART targets</i></p> <p><i>2.</i></p>
<p>What help or resources do you need to complete these aims?</p> <p><i>Equipment – supervision - support</i></p>
<p>What training can we help you with?</p>
<p>Are there any other points you'd like to discuss?</p>

Signed by appraisee:	
Date:	
Signed by appraiser:	
Date:	