

DEREHAM TOWN COUNCIL

29th November 2022

At a meeting of the **Personnel** Committee held on Tuesday 29th November 2022 at Dereham Memorial Hall.

Present Councillors H Jones-Seymour (Chairman), K Cogman, S Green, L Monument and P Morton.

Also present: Town Clerk Tony Needham and Deputy Town Clerk Jillian Barron.

1. **To receive apologies for absence.**
Apologies for absence were received from Councillors C Bunting and H King.

2. **Declaration of Interest.**
There were no declarations of interest.

3. **Exclusion of press and public**

Proposed by Councillor H Jones-Seymour, seconded by Councillor L Monument it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

4. **To review staff hand book.**
Sections of the draft revised staff handbook was reviewed, and the following recommendations were made:

Additional Incremental Awards

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The committee recommended that staff other than Clerk and Deputy Clerk would be offered a one-off additional pay increment if they achieve 20 Continuing Professional Development points.

Reason for recommendation, this will encourage staff to continue to develop professionally following the most appropriate development and training for their position rather than pursue less appropriate training as is the case now.

Long Service Bonus

The committee recommended that where an employee has reached the top of their pay scale, after every additional five years of service, and provided performance has been satisfactory, will be awarded an additional increment in appreciation of staff loyalty and recognition of the savings to the Council through not needing to recruit and train new employees.

Key Holder Duties

The committee recommended that a group of key holders be set up, in a cascade group with the potential to be called out should alarms be triggered out of hours. As this would be a recall to work this should be treated as additional hours with payment at time and a half Monday to Saturday and double time on a Sunday and bank holidays with a minimum of 2 hours including travel. This would not apply to the Clerk, who would take time off in lieu.

Public Duties

Public Duties – The committee recommended to allow reasonable time off during working hours to carry out public duties as follows: -

- **School Governor** paid leave of absence to attend meetings of the governing body of a school but not of any sub-committees or working parties set up by that body.
- **Justice of the Peace** 13 days paid leave of absence per annum in order to serve as a Justice of the Peace provided that the service does not interfere with normal office duties.
- **Councillor** up to 12 days paid leave of absence per annum to attend meetings and training events. No more than three days may be taken in any one month.
- **Jury Service:** receives an allowance claimable from the court. The Council will make up to full pay on confirmation of the amount received from the court.
- **Reserve forces, special constables, retained firefighters** – time off will be allowed to attend essential training, where payment is given for such training, the Council will make the difference up to full pay.

5. Update on staffing matters.

The committee recommended that grave digging being arranged by the undertakers should now become permanent, as this arrangement is working well and reduces risk to the Council.

The committee discussed the possibility of selling the pickup truck and digger and a mini tractor be purchased with the funds from the sale. This would be discussed further at the Finance and Governance Committee.

The committee agreed with additional cleaning being authorised for the Memorial Hall.