

Minutes of a meeting to discuss Personnel Matters held on Tuesday 8th March 2022 at 9.30am in The Poppy Centre, Recreation Road, Stalham.

Present: Cllr M Green, S Toone.
Clerks: Mrs Sarah Hunt, Miss Lolly Dawson

Apologies: Mr K Bayes.

COVID

1. That staff/Councillors/volunteers be instructed to quarantine/isolate/refrain from attending to Council commitments if testing positive for COVID. Time off will be considered as sickness even if no symptoms. Staff to work from home if possible.
2. That staff/Councillors/volunteers be requested to test for COVID as currently.
3. That the purchase and issue tests for staff/Councillors/volunteers when they are no longer available free of charge.

ANNUAL SALARY AWARD

4. That both Mrs S Hunt and Miss L Dawson NOT have the annual increment withheld and that Mrs S Hunt progress from SCP31 £18.58 to SCP32 £18.90 and Miss L Dawson from SCP24 £14.90 to SCP 25 £15.16 from 1st April. These are at the increased rate as national pay award now agreed.

STAFFING HOURS

5. That Mrs S Hunt be increased from 32 hours/week to 37 hours/week – full time from 1st May 2022.
6. That Miss L Dawson be increased from 20 hours/week (includes 5 hours study) to 37 hours/week (includes 5 hours study) from 1st April 2022.

BANK HOLIDAY WORKING/OVERTIME.

7. Noted that flexible working is in place. Recommended that staff accrue time off in lieu to a maximum of 20 hours. At 20 hours to be brought to Council for approval for payment rather than an excess of hours become owed that cannot be taken.

COMMUNICATION

8. That a weekly email be sent on Friday from Office notifying Councillors of work that is in hand/been undertaken that week. This to also serve to remind councillors of any commitments.
9. That Office investigates a shared drive/online facility where Councillors can access documents directly. This to include policies, master calendar, code of conduct etc along with other useful information.