

28th February 2022

Dear Councillors K Bayes; M Green; S Toone,

Your attendance is requested at a meeting to discuss Personnel Matters to be held on Tuesday 8th March 2022 at 9.30am in The Poppy Centre, Recreation Road, Stalham.

To discuss the following in order to make recommendations to full Council.

1 Covid Matters.

To consider whether to require Councillors/Volunteers/Staff to continue to test for COVID before meeting other members of the Council.

To consider whether to recommend that the Council purchase and issue tests to personnel when they are no longer available free of charge.

To consider whether Councillors/Volunteers/Staff should be instructed to quarantine/isolate/refrain from attending Council matters if testing positive.

2 Awarding of additional salary scale point – April 1st.

To consider whether to withhold the salary scale point for Mrs S Hunt and Miss L Dawson due on 1st April 2022.

Sarah Hunt to increase from SCP 31 - £18.05/hour to SCP 32 - £18.58/hour – note, this is the top of the current scale.

Lolly Dawson to increase from SCP 24 - £14.90/hour to SCP 25 - £15.37/hour.

Contractually: ‘subject to satisfactory performance you will progress automatically through the range..... Until you reach the maximum salary in the range. .. on the 1st April each year.....The council may withhold an increment if it is considered that performance fell below the level expected following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so..

3 Hours.

To consider staffing hours from 1st April.

4 Additional Staff.

To consider current staffing structure and review any necessary additional staff.

5 Bank Holiday Working/Additional Hours.

To consider whether to recommend overtime payments or T.O.I.L.

6 Communication.

To agree to confirm to Council that communication with the staff be clear and responses timely when specific questions are asked.

7 Any other Business.