

25th January 2023

An Ordinary meeting of Sheringham Town Employment Committee will take place on Tuesday 31st January 2023 at Sheringham Community Centre at 7:30pm and the following business will be transacted.

All Committee Members are summoned to attend.



Sarah Peberday
 Town Clerk RFO

AGENDA

1.	APOLOGIES MOTION: Committee to receive and approve apologies and reasons for absence.
2.	DECLARATIONS OF INTEREST and DISPENSATIONS With reference to items on the agenda Committee Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.
3.	APPROVAL OF MINUTES Approval of minutes 8th November 2022, 25th November 2022 & 13th December 2022
4.	OPEN MEETING Public participation: Members of the public will be invited to speak and/or question the Committee on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.
5.	EXCLUSION OF PRESS AND PUBLIC MOTION: Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972, Council to decide on whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information. Its recommended that items 6, 7.2 & 7.4 & 8 are heard in 3D.
6.	UPDATE ON MATTERS RELATING TO XO MEETINGS MOTION: Committee to receive a verbal update from the Chair of the Employment Committee on matters relating to XO meetings of the Employment Committee on 25 th November and 13 th December 2022 (SB)
7.	STAFF MATTERS MOTION: to receive a verbal update from the Clerk on the following staff matters: <ol style="list-style-type: none"> 1. Plans for staff appraisals 2. Staff training 3. Staff Handbook 4. Recruitment 5. Attendance Report (SO19b)

8.	<p>CLERK PROBATION REVIEW MOTION: Committee to receive a verbal update from the Chair of the Employment Committee on the Clerk's probation review (SB)</p>
9.	<p>STAFF CONTRACT REVIEW MOTION: Committee to agree to ask the Clerk to review staff contracts and related documents to ensure consistency and that GDPR and confidentiality clauses meet current legal and good practice requirements and implement necessary changes (Timescale and target dates to be agreed) (SB)</p>
10.	<p>CONTRACTUAL MATTERS A – STAFF LEAVE ENTITLEMENT MOTION: Committee to agree to agree to implement the new National Joint Council (NJC) Green Book Holiday Entitlement and to issue staff with an Amendment Notice to their Contract of Employment (SB) B – STATUTORY PAYMENT RATES MOTION: Committee to agree to note Statutory Payment Rates from April 2023 (SB)</p>
11.	<p>NORFOLK ALC PAYROLL SUPPORT MOTION: Committee to agree to move payroll provider to Norfolk ALC, who will issue all payslips and manage pension payments and submissions at a cost of £636.00 per annum, compared to the £1050 we pay currently pay every 6 months. (Clerk)</p>
12.	<p>SHERINGHAM COMMUNITY CENTRE A - MOTION: Committee to agree implementation of the Sheringham Community Centre Checklist and Caretaking Guide (Clerk) B - MOTION: Committee to agree commencement of Bank Staff recruitment (Clerk)</p>
13.	<p>DATE OF NEXT MEETING MOTION: Committee to note the date of the next meeting as 4th April 2023 at 7.30pm to be held at Sheringham Community Centre.</p>