

Swaffham Town Council

Minutes of an extraordinary **Human Resources & Governance Committee** meeting held on **Tuesday, 17th December 2019** at **3pm** in the Council Chamber, Town Hall Swaffham.

Cllr Members Present: Cllr W Bensley (In the Chair), Mr G Edwards, Mr C Houghton, Mrs J Skinner

Town Clerk: Mr R Bishop

1. **Apologies and reasons for absence.**
Cllr K Sandle

2. **Declarations of Interest.**
None received.

3. **To receive and consider recommendation - Town Clerk/Deputy Clerk re- request from a member of staff to reduce their hours and subsequent filling of Admin Vacancy**

It was reported of a meeting on 11th December 2019 between the member of staff concerned Claire Smith and Richard Bishop (a copy of a confidential file note was circulated, retained on personnel file). This followed an exchange of e-mails between the Town Clerk and the employee, in response to the request to go part-time from 1st January 2020. There were four options discussed, these were outlined in a confidential report (retained on file) with recommendations from the Town Clerk and Deputy Clerk. The employee's wish was to work core hours Monday, Tuesday & Wednesday 7.30am – 5pm with 30 minutes for lunch, a reduction from 37 hours to 27 hours.

It was recommended to grant the request to work three days a week on a Monday, Tuesday & Wednesday 7.30am – 4.00pm (30 minutes for lunch) at **24 hours** weekly. To increase the contract to **27 hours** to cover the average time worked for covering staff off sick or on annual leave, meetings attended outside of core times and attendance of events.

It was unanimously agreed to accept the recommendation and offer an amended contract from 1st February 2020, as it was thought that this was a more manageable timeframe to implement any changes.

Temporary cover arrangements were recommended and discussed in detail.

It was agreed that temporary cover arrangements would not be necessary, as the change is now planned for 1st February, not 1st January.

Recommendation for Line Management and meeting cover, sharing workload, delegating tasks as appropriate. The Town Clerk and Deputy Clerk to monitor the situation and assess after first 12 months and adjust as necessary.

It was agreed to the changes in Line Management and minute taking as stated in the recommendation.

It was recommended for the recruitment of a Part-Time Admin Assistant. Three options were considered, including not replacing the hours at all. It was proposed to recruit an Admin Assistant on pay scale SCP 5-7, starting at SCP 5 – at 12 hours per week i.e. three half-days or one full day, one half day. Core hours on Thursday & Friday 9.30am-1pm. This will allow the period of adjustment to flow smoothly and to meet the demands of the Council. The Admin can be covered and there is a saving of some £2,600 on the 2020-21 Salary budget.

It was agreed to advertise the part-time post from January, a draft advert would be adjusted to revise the dates etc, with a view to appointment in February 2020.

Meeting closed at 3.45pm

Chairman