

## **BRADWELL PARISH COUNCIL**

3<sup>rd</sup> December, 2019

A Meeting of the Staffing &  
Standards Committee at 10.00 a.m.

**PRESENT:** Councillors Macdonald (Chairman), Carrier, Howlett and Wells.

**IN ATTENDANCE:** Parish Clerk J Caborn

1 **APOLOGIES** – none

2 **EXCLUSION OF PRESS AND PUBLIC**

It was resolved that, under the Public Bodies (Admissions to Meetings) Act 1960, the press and public should be excluded from this meeting.

3 **DECLARATIONS OF INTEREST** – nil.

4 **ARRANGEMENTS FOR RECRUITING A REPLACEMENT PARISH CLERK**

It was resolved to place the advertisement in the local press next week (Eastern Daily Press Thursday job vacancies section and Gt Yarmouth Mercury), and on the council's own website. It could also be submitted to websites offering 'local government opportunities', which can be found via search engine. If there has been a poor response, perhaps because of 'the run up to Christmas', the advertisement will be repeated early in the new year. It is not expected that applications will be received from anyone living further away than e.g. Loddon. Arrangements for shortlisting and interviews will be made later.

The current Parish Clerk has indicated his intention to retire on 31.5.2020. There will need to be some 'overlap' time, to enable the current clerk to properly explain all the many and varied aspects of the work to the new person, but a decision will be made later regarding a 'starting date', bearing in mind that somebody with previous local council clerk experience is likely to need less 'tuition' than somebody who has never held a local government post. The 'paid' hours will continue as 30 per week, the new person will be expected to attend and service all relevant meetings, and work mornings on a Monday-Friday basis. Other hours will be to some extent flexible, bearing in mind the 'peaks and troughs' in workload which are broadly related to the time of year.

It was suggested that the probationary period should be for six months. The annual leave entitlement will be 28 days (four weeks and eight 'bank holidays'). The wording of the contract of employment and job description will be agreed later. The starting salary will be paid according to 'LC2' salary scales based on qualifications and experience, and further incremental increases will be made in the usual way, subject to 'annual pay review'. Pension scheme membership will be offered, but a decision will be made later as to whether the arrangement will be made with Norfolk Pension Fund, or one of the 'Pensions Regulator' options.

The council will retain its current membership of the Society of Local Council Clerks (SLCC). The person appointed will be expected to attend training and update events arranged by the Norfolk and Regional SLCC organisations, and possibly other relevant organisations, and to seek to gain the CiLCA (Certificate in Local Council Administration) and possibly further qualifications, if not already in possession of them.

5 **PAYMENT ARRANGEMENTS – DEPUTY CLERK**

The Deputy Clerk has submitted a request for 'standardisation' of her paid hours from one month to the next, based on a presumption that she will work a certain number of 'extra' hours in order to cover the Parish Clerk's absences, for which a higher rate is currently paid. She has suggested that a new hourly rate for all her salary hours should be calculated, which would be higher than her 'basic' rate but lower than her 'acting up rate', and resulting in her receiving

the same total amount as she would have received under the current arrangements. It was resolved to **grant the request, the new arrangements to be made from 1.1.2020.** There being no other business, the meeting closed at 11.20 a.m.

Signed: ..... Date : .....