

## **BRADWELL PARISH COUNCIL**

7<sup>th</sup> February, 2020

A Meeting of the Staffing &  
Standards Committee at 9.30 a.m.

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

**IN ATTENDANCE:** Parish Clerk J Caborn.

1 **APOLOGIES** – Councillor Howlett.

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 **MINUTES OF MEETING HELD 24.1.20**

It was resolved that the above minutes be signed as a true copy.

5 **APPOINTMENT OF REPLACEMENT PARISH CLERK**

The new Parish Clerk, Catherine Bacon, was welcomed to the meeting, and Deputy Clerk Sheila French and Caretaker Kevin Nursey attended briefly, to introduce themselves to her. Ms Bacon was asked whether she has been successful in reducing the period of notice that she has to give to her current employer, and she explained that she has very recently learned that her current company will close later this year, making such negotiations more difficult, but she is confident that she will finish work there by the end of April.

It was resolved that Ms Bacon will start work for the council with effect from 1<sup>st</sup> May 2020, and thus 'shadow' Mr Caborn for the final month of his employment – where possible she should attend each week-day morning during that time. Ms Bacon also agreed to come in on some Monday or Friday mornings before that date, for perhaps 1 or 2 hours at a time, as part of her 'induction', beginning on Monday 17<sup>th</sup> February at 9a.m., and also attend one or two council or committee meetings during that time period. She will be paid for all such hours, at the 'hourly rate' applicable to her agreed annual salary amount, and similarly Mr Caborn will be paid in the event that he is needed to come in and resolve a particular issue during the weeks following his retirement date. Ms Bacon will be entitled to the equivalent of 20 days' annual leave and eight bank holidays, based on a 5 day working week.

It was also resolved that, subject to the agreement of the organisation to the details proposed, that Ms Bacon will be enrolled into the 'Nest' pension scheme, which is the one recently established by Government as part of its creation of an 'auto-enrolment' scheme, and that the council would contribute a regular amount equivalent to 15% of salary paid accordingly – the percentage rate can be considered for increases from time to time as part of the annual employee 'reviews'. The minimum 'employee' rate would be 5% of salary paid, and such contributions can be increased if desired. Although the current clerk has been a member of Norfolk Pension Fund for nearly 23 years, the costs to the council have increased considerably over that time period, with no increase in projected benefits, from approximately 8.4% in 1997 to 22.5% for the current financial year, with further 0.5% per year increases notified for the next three years, and it is felt that this scheme is no longer affordable to the Parish Council.

Ms Bacon agreed that the council should carry out a 'DBS' check for her. It was explained that Mr Nursey has had to undergo such a check, because he has to work in areas where children may congregate, and Mr Caborn has also undergone one, on the grounds that he has to oversee Mr Nursey's work. There being no other business, the meeting closed at 10.45a.m.

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