

BRADWELL PARISH COUNCIL

16th January, 2020

A Meeting of the Staffing &
Standards Committee at 9.30 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 **MINUTES OF MEETING HELD 6.1.20**

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

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

It was noted at the last meeting of this committee (6.1.20) that five applications had been received, and resolved that two of the applicants would be shortlisted, and that a third one may be shortlisted. This meeting was called to make a final decision about shortlisting, once any further potential applicants had had an opportunity to respond to the 10.1.20 advertisement. No further applications have been received, and it was resolved that **no further applicants would be shortlisted, over and above the original two.** Four specific time periods between 20th and 24th January, when interviews with the two candidates could take place, were selected, and **the clerk was asked to contact the candidates and arrange dates and times for them to be interviewed within those time periods, preferably on different days from one another.**

Updates to the current Parish Clerk job description were agreed, and copies of the revised document will be circulated to members, and sent to the two candidates. The successful candidate will be advised that they will have to undergo a 'DBS check', as well as provide references. The annual leave entitlement for the post will be 5.6 weeks including bank holidays, as per advice regarding 'minimum entitlement' from 'Gov.UK'.

Further details of pension options for the new employee were tabled, and **the clerk was asked to find out from Norfolk Pension Fund what its employer contribution rates for this council would be for the next three financial years.** A suggestion was made regarding 'starting salary' level and subsequent yearly incremental increases, as per 'LC2' NALC/SLCC recommended pay-scales advice, and **this and the pension arrangement to be offered will be discussed with the successful candidate. One minor change was made to the 'Contract of Employment' ('written statement of employment particulars').**

There being no other business, the meeting closed at 11.10a.m.

Signed: Date :