

## **BRADWELL PARISH COUNCIL**

21 October 2020

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

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

**IN ATTENDANCE:** Parish Clerk C Bacon, Caretaker K Nursey (agenda items 1-6 a only)

### **1 ELECTION OF CLLR HIRST TO THE STAFFING AND STANDARDS COMMITTEE**

Councillor Hirst was elected and welcomed to the Staffing and Standards Committee.

### **2 APOLOGIES – None**

### **3 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.

### **4 DECLARATIONS OF INTEREST – None**

### **5 MINUTES OF MEETING HELD 7<sup>TH</sup> FEBRUARY 2020 – MATTERS ARISING**

The Clerk confirmed a DBS check was carried out at the commencement of her employment with Bradwell Parish Council. The DBS check paperwork had been shown to Cllr Macdonald at the time it was received, and is stored in the office safe.

### **6 CARETAKER**

#### **a) VERBAL REPORT FROM INFORMAL REVIEW MEETING HELD 21.10.2020**

Notes of the verbal reports will be retained but not circulated more widely. No problems were identified. The caretaker was reminded to request any health and safety equipment required to do the job.

#### **b) REVIEW OF SALARY**

In April 2019 the caretaker's salary was increased from £8.00 per hour to £8.25 per hour. To comply with National Minimum Wage, the Caretaker's salary was increased to £8.72 per hour from 1<sup>st</sup> April 2020. It was **resolved to increase the Caretaker's salary to £9.00 per hour, which will be backdated to 1<sup>st</sup> April 2020.**

### **7 PARISH CLERK**

#### **a) 6-MONTH PROBATION PERIOD**

It was **resolved to confirm the appointment of Catherine Bacon as Parish Clerk.**

#### **c) APPRAISAL / WORKLOAD REVIEW**

The Clerk has completed the ILCA course. Since August 2020, when meetings over Zoom commenced, the Clerk has been working more than the contracted 30 hours every week, but will take back the additional hours work as time off in lieu, when workload permits.

Following guidelines from the National Joint Council for Local Government Service, it was resolved to increase the Clerk's annual leave from 20 days per annum to 22 days per annum, backdated to 1<sup>st</sup> May 2020. It was resolved to increase the Clerk's salary from £20,107 per annum to £20,660 per annum, backdated to 1<sup>st</sup> May 2020. It was further resolved to increase the Clerk's salary to £21,074 from 1<sup>st</sup> November 2020, which has been based on pay scale point 21.

## 6 DEPUTY CLERK

### a) RE-AFFIRM SALARY FOLLOWING MEETING OF 3<sup>rd</sup> DECEMBER 2019

On 3<sup>rd</sup> December 2019, it was resolved to increase the Deputy Clerk's wages to £10 per hour from 1<sup>st</sup> January 2020. This decision was not implemented. It was **resolved to honour this previous resolution and to backdate the Deputy Clerk's wages to £10 per hour from 1<sup>st</sup> January 2020.**

### b) RETURN TO WORK

Apart from the Deputy Clerk attending the office for two mornings in September to cover the Clerk's holiday, the Deputy Clerk has not worked since March 2020 and has been furloughed since 1<sup>st</sup> April 2020. A thorough risk assessment of the office area has been carried out, and with the extra COVID-19 precautions in place, there is no reason for the Deputy Clerk not to return to work at the office. It was **resolved to invite the Deputy Clerk back to work at the office from 1<sup>st</sup> November 2020. The Clerk will write to the Deputy Clerk, detailing the precautions taken to make the office a safe working environment.**

### c) HOLIDAY PAY

A discussion took place regarding the Deputy Clerk's holiday situation. Because the Deputy Clerk has been invited to return to work from 1<sup>st</sup> November 2020, she will be encouraged to take all of her annual leave prior to 31<sup>st</sup> March 2021. The Clerk will inform the Deputy Clerk.

## 9 ANY OTHER BUSINESS

There being no other business, the meeting closed at 11.15am

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