

# Bradwell Parish Council



05 January 2021

A Meeting of the Staffing &  
Standards Committee at 7.30 p.m.

This meeting was held online via the Zoom Conferencing Platform

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

**IN ATTENDANCE:** Parish Clerk C Bacon

**2101-S1) Apologies:** None

## **2101-S2) 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.

**2101-S3) DECLARATIONS OF INTEREST:** None

**2101-S4) MINUTES OF MEETING HELD 10<sup>TH</sup> NOVEMBER 2020:** The minutes were noted.

## **2101-S5) CLERK'S REPORT**

### **a) Minutes 1<sup>st</sup> December 2020 - Item 5)**

The Clerk telephoned the Deputy Clerk on 2<sup>nd</sup> December 2020. The Deputy Clerk was given the choice of a) returning to work immediately, or b) staying on furlough for December with the understanding that she must take 18 of her 2020-21 annual leave hours during December. The Deputy Clerk chose to stay on furlough for December, taking 18 annual leave hours during this time.

### **b) The Clerk attended a webinar entitled 'Absence & Returning Furloughed Employees' on 15<sup>th</sup> December 2020. A brief summary is below:**

There are three tests to return an employee safely to work at the office:

- 1) Is it essential (can they work from home)?
- 2) Is it sufficiently safe (is there a thorough risk assessment)?
- 3) Is it mutually agreed (must listen to concerns)?

## **2101-S6) ITEMS FOR CONSIDERATION AND RESOLUTION**

### **a) Deputy Clerk**

Given the new lockdown restrictions starting from 5<sup>th</sup> January 2021, it was **resolved the Deputy Clerk should remain on furlough until at least the middle of February, with the understanding that any remaining holiday entitlement should be used on a monthly pro-rata basis.**

There being no other business, the meeting closed at 19.49.

The next Staffing and Standards Committee meeting will be scheduled after the middle of February when more is known about lockdown restrictions.

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