

Bradwell Parish Council



30 March 2021

A meeting of the Staffing & Standards
Committee Meeting at 7.00pm

This meeting was held online via the Zoom Conferencing Platform

PRESENT: Cllrs Macdonald (Chairman), Carrier, Hirst, Howlett

IN ATTENDANCE: Parish Clerk, C Bacon;

2103-S40) To receive apologies for absence: None

2103-S41) Exclusion of the Press and the Public

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

2103-S42) To receive declarations of Interest: None

2103-S43) Minutes of Last Meeting

For information only; minutes were approved at the Parish Council meeting of 23/03/2021.

2103-S44) Clerk's Report

- a) 2103-S6) The Clerk telephoned the Deputy Clerk on 6th January 2021 and explained she is to remain on furlough until government guidance regarding current lockdown restrictions change. The Deputy Clerk is happy to take her annual leave while she is on furlough. The remaining balance of her annual leave entitlement is 9.25 hours. The Deputy Clerk agreed to take 3 hours annual leave in January, leaving 6.25 hours to take in February and March 2021 pro-rata.
- b) The Deputy Clerk resigned from her position on 23rd February 2021, with effective date of 31st March 2021. The Clerk wrote to the Deputy Clerk on 25th February thanking her for her hard work and support over the last fifteen years.
- c) The National Living Wage will increase by 2.2% from April 2021, from £8.72 to £8.91.

2103-S45) Items for consideration and resolution

a) Recruitment of Replacement Deputy Clerk

A discussion took place regarding the job role and recruitment of the Deputy Clerk position. It was agreed that interviews over Zoom would not be ideal, so realistically recruitment cannot take place until June 2021. The Clerk has confirmed she is happy to continue as things are for the next few months. It was felt a Deputy Clerk is needed to cover the Clerk during sickness and holidays.

The Clerk suggested one possible solution may be for the Clerk to reduce her hours, to allow more hours to be allocated to the Deputy Clerk. The Council do not want the Deputy Clerk role to be exactly the same as the Clerk role. The deputy role is dedicated to supporting the Clerk. Parameters should be in place about work expectations in the form of a job description. A training plan must also be put in place so there is confidence the Deputy can do things in a useful capacity to relieve the Clerk of workload. A Staffing meeting will take place at the end of May 2021, giving everybody plenty of time to further think about the situation and for the Clerk to create a detailed job description for the Deputy role.

b) COVID: Impact on staff workload and practices

Given the Clerk's workload over the last year and Kevin's commitment in respect of additional COVID-19 complications, as a mark of appreciation the Staffing Committee have awarded a bonus of £800 to Clerk and £400 to the Caretaker. This bonus is subject to PAYE and National Insurance, but not pension. The Council Chairman will write a letter to both members of staff. The Clerk expressed her thanks to the Staffing Committee.

c) Payment date of salaries

It is written in contracts that salaries are paid on 16th of the month, however they are actually paid in the bank on 11th of the month. The Clerk will liaise with the Caretaker and regularise the payment date to be the 16th of the month going forward.

There being no other business, the meeting closed at 7.41pm

Signed: Date: