

Bradwell Parish Council



06 July 2021

A meeting of the Staffing & Standards
Committee Meeting at 7.00pm
This meeting was held at Bradwell Bowling Club

PRESENT: Cllrs Carrier (Chairman), Hirst, Howe

IN ATTENDANCE: Parish Clerk, C Bacon;

2107-S64) TO RECEIVE APOLOGIES FOR ABSENCE: Cllr Goodchild

2107-S65) APPOINTMENT OF STAFFING AND STANDARDS COMMITTEE VICE-CHAIRMAN

Cllr Hirst was appointed Vice Chairman of the Staffing and Standards Committee.

2107-S66) 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.

2107-S67) TO RECEIVE DECLARATIONS OF INTEREST: None

2107-S68) MINUTES OF LAST MEETING

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

2107-S69) CLERK'S REPORT

A detailed job description has been drawn up and is circulated with this agenda for comment, debate and consideration.

2107-S70) ITEMS FOR CONSIDERATION AND RESOLUTION

a) Health and wellbeing of staff

The health and wellbeing of both staff members was discussed.

b) Deputy Clerk Role to be discussed and the way forward agreed.

It was **resolved to appoint an Assistant to the Parish Clerk, rather than a Deputy Clerk. The draft job description will be revised and the Staffing Committee will meet informally to agree the changes to the job description. The Clerk will obtain costs to advertise the role in the Great Yarmouth Mercury and the Advertiser. The Clerk will obtain costs to purchase a 2m exterior 'job advert' banner to attach to Leo Coles Pavilion to attract the attention of passers-by. The advertising costs will be put to the Finance Committee of 13th July 21 for formal approval. The role could also be advertised on the Borough or County Council's websites or through neighbouring Parish Council websites/noticeboards. The Clerk will find the going rate of pay for comparable jobs. The job will be advertised by the end of August, with applications to be returned by mid-September and interviews later in September. The Clerk will ask NALC/SLCC for sample interview questions.**

c) Staff working arrangements post the 19th July 2021

The Clerk has been mostly working from home since November 2020 due to COVID-19 guidance. Previously the office was open one morning a week for public questions and enquiries. It was **resolved the office will be open on Thursdays between 10am – 2pm for public questions and enquiries from 19th July 2021. This will be advertised on our Council website. It was resolved the Clerk can continue to work flexibly at home / the office at other times.**

A discussion took place regarding file sharing with the new Assistant to the Parish Clerk. The Clerk will look into a suitable method of making this work, (e.g. Cloud computing, a Parish Council server, a Dropbox), ready for when the Assistant is ready to start work.

d) Clerk's CILCA training.

It was **resolved the Clerk is able to defer her CILCA training until next financial year.**

e) Feedback from the NALC training session on 15th June 2021

Councillor comments on the NALC training were circulated to members with the agenda. It was felt that most people found the training useful, even though the process detailed in the handout paperwork was not followed. Training was new to a lot of members.

It was resolved that member training should be encouraged as it takes a while for new members to grasp how the Council runs. A matrix of training will be drawn up and costed in time for the precept budget meeting in October. This will include a) Basic Councillor Training; b) Chairman/Vice Chairman training; c) Committee Chairman training, although other specific training courses will of course be considered to enable this Council to become more effective. The budget should include travel costs should training revert back to face-to-face, rather than online.

There being no other business, the meeting closed at 8.25 pm

Signed: Date: