

Bradwell Parish Council



Dear Councillor

1st November 2021

You are hereby summoned to attend a meeting of the **Extraordinary Staffing & Standards Committee** to be held at Leo Coles Pavilion on Tuesday 2nd November 2021, at 1.30 p.m.

AGENDA

2111-S182) Election of member to the Staffing Committee

2111-S183) To receive apologies for absence

2111-S184) Exclusion of the Press and the Public To resolve that in accordance with **Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960** and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

2111-S185) To receive declarations of Interest

Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Bradwell Parish Council's Code of Conduct.

2111-S186) Minutes of Last Meeting

For information only; minutes of 14th September 2021 were approved at the Parish Council meeting of 19th October 2021.

2111-S187) Items for consideration and resolution

- a) Appointment of Parish Clerk. Decisions to be made:
 1. Appointment of candidate to Parish Clerk role;
 2. Review of contract of employment and terms and conditions;
 3. Salary, based on applicant's experience;
 4. Pension;
 5. Probation period;
 6. DBS check;
 7. Support and supervision process for new clerk;
 8. Review of staffing policy and procedures;
 9. Review of appraisal process
- b) Decision to be made regarding Assistant Clerk / support for Parish Clerk.
- c) The cost-of-living pay increase from April 2021 did not take place at that time due to a union dispute. Resolution to agree rate and backdate to 1st April 2021 for Clerk and Caretaker.

2111-S188) Items for Information only

- a) National Minimum Wage will increase from April 2022 to £9.50 per hour.

Yours sincerely, *C Bacon* Clerk