

Bradwell Parish Council



02 November 2021

A meeting of the Staffing & Standards Committee Meeting at 1.30pm
This meeting was held at the Leo Coles Pavilion

PRESENT: Cllrs Candon (Chairman), Goodchild , Hale, Howe.

IN ATTENDANCE: Parish Clerk, C Bacon

2111-S182) ELECTION OF MEMBER TO THE STAFFING COMMITTEE

Cllr Candon was formally elected to the Staffing Committee. Cllr Candon had been elected as Chairman of the Committee at the Parish Council meeting of 21st October 2021.

2111-S183) TO RECEIVE APOLOGIES FOR ABSENCE: None

2111-S184) 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.

2111-S185) TO RECEIVE DECLARATIONS OF INTEREST: Cllr Candon knows of one of the Parish Clerk candidates and will abstain from the vote.

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

1. Appointment of candidate to Parish Clerk role
A discussion took place regarding the choice of the two favoured candidates. It was **resolved to appoint Stuart Philpot by 3 votes, with one abstention**. The Clerk will write to all candidates to inform them of the decision.
2. Review of contract of employment and terms and conditions
The current Parish Clerk contract was reviewed. It was considered to be not fit for purpose. It was **resolved that Cllr Hale will adapt the new model Contract of Employment to include everything discussed at this meeting. An emergency Staffing Committee will be called next week to review and ratify the new Contract of Employment for the Parish Clerk.**
3. Salary, based on applicant's experience
It was resolved the starting salary will be £13.24 per hour (Scale 19), being £20,654.40 for this 30 hour week position.
4. Pension
It was **resolved to set up a NEST pension scheme unless personal provision is preferable and agreed upon.**
5. Probation period:
It was resolved to make the probation period six months.
6. DBS check
It was **resolved for the Parish Clerk to undertake a DBS Check. This offer is subject to satisfactory DBS check.**

7. Support and supervision process for new Parish Clerk

It was **resolved in addition to NALC and SLCC support available that supervision and support should come from senior members of the council, being the Council Chairman and the Committee Chairmen, with assistance from the Assistant Clerk. It was felt an induction was essential.**

8. Review of staffing policy and procedures; and

9. Review of appraisal process

This Committee feels that this Parish Council is very lacking in policies. Cllr Candon has a list of essential and desirable policies that a Parish Council should have. Setting up a separate committee solely to review policies was discussed. It was **resolved to request at the next full Parish Council meeting to set up a Policies and Resources Committee whose members would comprise of the Council Chairman, the Chairmen of each of the committees and the Vice Chairman of the Staffing & Standards committee. The remit of this new committee would be to create all policies needed for the efficient running of the Parish Council and the regular auditing of the policies in accordance with legal obligations.**

b) Assistant Clerk / Support for Parish Clerk

The current Parish Clerk has expressed an interest in helping the new Parish Clerk and working on a part time basis. It was **resolved to keep employing Catherine Bacon as deputy clerk / assistant clerk on the same hourly rate as the Parish Clerk at 20 hours a month. The money is already in the budget for the remainder of this financial year.**

c) Cost of Living pay increase from April 2021

The Parish Clerk and the Caretaker have not yet received their cost-of-living increase from April 2021 due to a union dispute. It was **resolved to wait until the union dispute is resolved, then the rate of pay will be backdated to April 2021. Catherine Bacon's Parish Clerk pay will only be backdated from April 21 – 26th November 21 while working as Parish Clerk.**

2111-S188) ITEMS FOR INFORMATION ONLY

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

There being no other business, the meeting closed at 3.45 pm

Signed: Date: