

Bradwell Parish Council



29th November 2021

Minutes of the **Extraordinary Staffing & Standards Committee**
held at the **Leo Coles Pavilion** at 6.30 p.m.

PRESENT: Cllrs Candon (Chair), Howe and Hale

IN ATTENDANCE: Parish Clerk, S Philpot

2111-S212 Apologies for absence : Cllr Goodchild

2111-S213 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-S214 To receive declarations of Interest

- **None**

2111-S215 Minutes of Last Meeting

- Minutes of 11th November 2021 were signed as an accurate record.

2111-S216 Items for consideration and resolution

a) Decision to be made regarding adjustment to hours worked for Clerk and separate RFO.

- Catherine Bacon and Stuart Philpot have discussed the best way forward with the handover from Catherine to Stuart and the best way to enable a smooth transition for the long term good of Bradwell Parish Council. Proposed by Stuart (Catherine was unable to attend the meeting) was to reduce the hours of the Clerk (Proper Officer) by 6 hours from 30 hours per week to 24 hours (4 days) and employ Catherine as the RFO (Responsible Finance Officer) for one 6 hour day per week to carry out the Finance work. Both Catherine and Stuart are happy with this arrangement.
Note: there would be no impact on the staffing budget and there is an unused 18hours approved budget for an assistant to the Clerk and this would also give resilience for the administration of Bradwell Parish Council.

Cllr Howe suggested that the job share arrangement suggested would be for the period of the Clerk's probation. It was resolved to monitor the working arrangement after 3 months and again after 6 months

It was resolved there would be a review at 3 months and again at the six-month stage in order to monitor the effectiveness of this working structure.

There being no other business, the meeting closed at 6.48 pm

Signed: Date: