



Bradwell Parish Council

03 May 2022

A meeting of the Staffing & Standards Committee Meeting at 6.00pm
This meeting was held at Mill Lane Community Centre

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

IN ATTENDANCE: Parish Clerk, C Bacon

1. APOLOGIES: None

2. 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.

3. TO RECEIVE DECLARATIONS OF INTEREST: None

4. MINUTES OF LAST MEETING:

The minutes of 27th January 2022 were approved and signed.

5. ITEMS FOR CONSIDERATION AND RESOLUTION

a) Clerk employment from 1st May 2022

The Clerk role was originally contracted at 30 hours per week. After Stuart Philpot resigned in January 2022 Catherine Bacon returned as Clerk on 1st February 2022 on a temporary three-month contract at 25 hours per week. This was on the understanding that her hours be reduced again in May after the Council streamlining when the Clerk's workload would reduce.

A revised contract for the Clerk role had been circulated with this agenda. The key changes being:

- Annual leave increased from 22 days per annum to 25 days per annum (plus Bank Holiday).
- It was agreed at the last Staffing Committee that the Clerk can go into the Local Government Pension Scheme, so the contract was revised to state this.
- The Clerk could work flexible hours and working flexibly between the office and home.
- Any time worked over the contracted 20 hours per week should be taken in lieu. In some cases, subject to the agreement of the Chairman, additional hours will be paid.

It was **resolved to offer the revised of employment to Catherine Bacon on 20 hours a week, with 25 days annual leave + Bank Holidays, staying in the LGPS with the opportunity to work flexibly (hours and place of work), with any overtime taken in lieu or paid (at the Chairman's agreement).**

Proposed and seconded Cllrs Goodchild & Howe. Catherine Bacon was thanked for returning and for staying on.

There being no other business, the meeting closed at 6.17pm

Signed: Date: