



Bradwell Parish Council

24 Aug 2022

A meeting of the Staffing & Standards Committee Meeting at 2.00pm

This meeting was held at the Leo Coles Pavilion

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

IN ATTENDANCE: Parish Clerk, C Bacon, K Nursey

1. APOLOGIES: Cllr Goodchild

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 3rd May 2022 were approved and signed.

5. ITEMS FOR CONSIDERATION AND RESOLUTION

a) Staff Appraisals

i) Caretaker Appraisal

The Committee conducted an appraisal with the Caretaker. A note of the appraisal will be retained, but not widely circulated. It was **resolved for the Caretaker to take on additional litter-pick of Generation Wood and to receive a pay increase from £9.60/hour to £10/hour.** Proposed and seconded by Cllrs Candon & Hale Unanimous.

ii) Clerk Appraisal

The Committee conducted an appraisal with the Clerk. A note of the appraisal will be retained, but not widely circulated. It was **resolved to move the Clerk from pay-scale 20 to pay-scale 22, being £14.30/hour, starting from 1st September 2022. This is in addition to the current ratification of the pay-scales, which will be backdated to April 2022.** Proposed and seconded by Cllrs Hale and Candon. Unanimous vote.

b) Clerk CiLCA Training

The training budget for the Clerk's CiLCA qualification this year is £340, however actual cost will be £250 + VAT payable to Norfolk ALC for the trainer, £410 + VAT payable to SLCC for the assessors to mark the portfolio work and at least £50 for books. Some of the benefits to the Council for having a qualified Clerk are: the Council being able to use the General Power of Competence, being able to work towards a Local Council Quality Award Scheme, and potentially become eligible for further grants.

It was thought that a Council has a duty to invest in their employees. It was **resolved to pay for the necessary items for the Clerk to become CiLCA qualified, even if it means going over budget for training this financial year.** Proposed and seconded by Cllrs Candon & Hamilton. Unanimous vote. It was further **resolved that from 1st September 2022, the Clerk should increase their weekly working hours from 20 hrs/wk to 25 hrs/wk to allow room to study within working hours.** Proposed and seconded by Cllrs Hamilton and Hale. Unanimous vote.

6. ITEMS FOR CORRESPONDENCE AND INFORMATION

a) Clerk payrise from April 2022.

There has not yet been an agreement reached between the National Employers and the NJC Trade Unions for the Clerk payrise from April 2022.

There being no other business, the meeting closed at 2.58 pm

Signed: Date: