

BRADWELL PARISH COUNCIL

6th January, 2020

A Meeting of the Staffing & Standards Committee at 10.00 a.m.

PRESENT: Councillors Macdonald (Chairman), Carrier, Howlett and Wells.

IN ATTENDANCE: Parish Clerk J Caborn

1 **APOLOGIES** – none

2 **EXCLUSION OF PRESS AND 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 **DECLARATIONS OF INTEREST** – nil.

4 **ARRANGEMENTS FOR RECRUITING A REPLACEMENT PARISH CLERK**

Arrangements were made with the Archant (formerly Eastern Counties Newspapers) group to advertise the vacancy in the Eastern Daily Press Thursday job vacancies section, Gt Yarmouth Mercury, Gt Yarmouth Advertiser and the 'Jobs 24' online service, and the vacancy has also been advertised on the council's own website. Unfortunately there has been an issue with the distribution of the 'Advertiser' newspaper since about October – although it has been confirmed that the advertisement was included as arranged within the 19th December edition, an informal poll of members of the council found that only one had received that particular edition at his home address. Some addresses in Gorleston, including that of the Parish Clerk, have not received theirs either. Archant has therefore agreed that the advertisement displayed within the Gt Yarmouth Mercury will be repeated within the 10.1.20 edition at no additional cost.

Five applications have been received. Two of the applicants will be shortlisted, and a third one may be shortlisted. It was resolved that **the committee would meet again, at 9.30a.m. on Thursday 16.1.20, to make a final decision about shortlisting, once any further potential applicants have had an opportunity to respond to the 10.1.20 advertisement.** It was resolved that all four members of the committee, plus the clerk in attendance, would comprise the interview panel. A guidance note from SLCC on the subject of interviewing for staff was tabled, and **copies will be circulated.** It was also resolved that the 'probationary period' for the successful applicant will be six months, including the time spent 'shadowing' the current clerk. Copies of the current job description and contract of employment for the Parish Clerk were circulated, and some suggestions were made for updating the former. **Both will be considered in more detail at the 16.1.20 meeting.**

The council is obliged by law to offer a pension to the successful applicant, because the salary to be paid will be higher than the current 'minimum threshold' sum. An arrangement could be made via the Norfolk Pension Fund, of which the current clerk is a member – concern was expressed that the council's employer contribution levels have increased considerably since the clerk joined the scheme in 1997, and that there is no guarantee that they will not increase further - contribution rates for the next three financial years will be notified later this month. The alternative is to contact the 'Pensions Regulator' – this organisation does not provide its own scheme as such, but offers names of companies that could be approached, including those willing to engage with 'small employers', and it would up to the new employee and the council to negotiate levels of respective contributions to be made, against eventual retirement payments to be received, within the framework of what each company is prepared to offer. **More information on this subject will be circulated to members.**

There being no other business the meeting, the meeting closed at 11.30a.m.

Signed: Date :