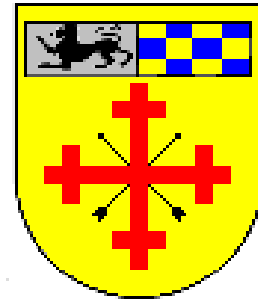


# Castle Bromwich Parish Council

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## Staffing Committee

**Chairman:** Cllr. S Beechey  
Cllr. P Allen, Cllr. J MacDonald & Cllr. J Ward

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## MINUTES OF STAFFING COMMITTEE MEETING

HELD AT COUNCIL OFFICES WEDNESDAY 10<sup>TH</sup> JANUARY 2024 AT 7:00PM

Members Present:	Cllr. S Beechey (Chair), Cllr. P Allen, Cllr. J MacDonald & Cllr. J Ward.
Guests in Attendance:	None
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

- S24-001 **Chairman's Welcome:** Cllr. S Beechey welcomed all to the first meeting of the new year.
- S24-002 **Apologies:** None.
- S24-003 **Declarations of Interest:** None.
- S24-004 **Minutes:** The minutes of the previous meeting held on Wednesday 18<sup>th</sup> October 2023 were agreed as a true record.
- S24-005 **Confidential Matters:**  
**RESOLVED:** To close the meeting to members of the public via the Public Bodies (Admission to Meetings) Act 1960, to allow for discussion of confidential matters, publicity of which would be prejudicial to the public interest.
- S24-006 **Staff Management:**
- Annual Leave:** The Clerk's annual leave requests for May, October and December 2024 were approved. It was noted when additional time in the summer may be taken.
  - Illness / Sick Pay:** A member of staff who had been on long term sick leave has now returned. An amicable resolution has been found with another member of staff who had been on long-term sick leave and has chosen not to return to the Council.
  - Appraisal:** The Clerk reported on the recent appraisals of staff.  
**RESOLVED:** That a health concern reported by a member of staff be referred to Occupational Health.
  - Staff Structure:** The Clerk reported that there are issues in line-managing the Arden Hall staff individually and that there needs to be a supervisor within Arden Hall. The bar staff currently report to the Clerk which isn't appropriate.  
**RESOLVED:**
    - That Bar Assistants will report to the DPS.

- That a supervisory role of Arden Hall Officer (SCP 9-11) be created and offered to an internal candidate on a 12-month trial to manage the Hospitality Assistants and Caretakers.
- e. **Disciplinary Matters:** None.
- f. **General:** The Government has overturned the Supreme Court's ruling relating to annual leave calculations for variable hours workers from April 2024 therefore the %calculation method based on hours worked can be reverted to.

S24-007 **Policies:** deferred.

S24-008 **Councillors' reports and items for future agendas:**  
- That personal alarms linked to a response centre be considered for staff.

S24-009 **Date and Time of Next Meeting:** Agreed as Friday April 12<sup>th</sup> 2024 at 3pm in the Council Office or as needed.

**This meeting ended at 7:44pm.**

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Signed as a true record of the business transacted  
Chairman, Staffing Committee

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Dated

Castle Bromwich Parish Council