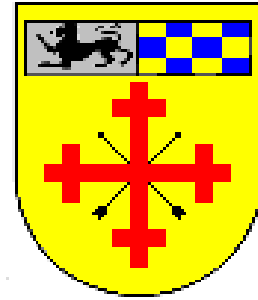


Castle Bromwich Parish Council

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Staffing Committee

Chairman: Cllr. S Beechey

Cllr. P Allen , Cllr. J Macdonald & Cllr. J Ward

Dear Councillor,

You are summoned to attend a meeting of Castle Bromwich Parish Council's Staffing Committee, which will be held on Friday 12th April 2024 at 3pm at the Parish Council Office, Arden Hall. The agenda includes the opportunity for members of the public to ask questions and comment on items to be discussed, subject to the Chairman's discretion for up to a maximum of three minutes.

Members of the press and public are welcome to attend but will be asked to leave when the committee discusses items of a personal and confidential nature, publicity of which would be prejudicial to the public interest.

Gemma Burgess

dated this 5th April 2024

Clerk to the Council

AGENDA

- S24-010** **Chairman's Welcome**
- S24-011** **Apologies:** To note apologies for absence.
- S24-012** **Declarations of Interest** – Councillors are reminded to keep their register of interests up-to-date and to submit written requests for the grant of a dispensation to the Clerk.
- S24-013** **Minutes:** To approve the minutes of the previous meeting held on Wed 10th January 2024.
- S24-014** **Confidential Matters:** To resolve 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.
- S24-015** **Staff Management:** To consider current matters relating to staff and any action necessary:
- a) Annual leave approval
 - b) Illness / Sick Pay
 - c) Appraisal
 - d) SCP for salaries
 - e) Long-service annual leave
 - f) Occupational Health
 - g) Disciplinary Matters
 - h) Recruitment
 - i) Staff safety
 - j) General

S24-016 **Staff Handbook:** to consider revisions to the Staff Handbook.

S24-017 **Councillors' reports and items for future agendas**

Councillors may use this opportunity to:

- (i) Report minor matters of information not included elsewhere on the agenda;
- (ii) Raise items for future agendas

S24-018 Date and Time of next meeting to be agreed as 17th July 2024 or as needed.