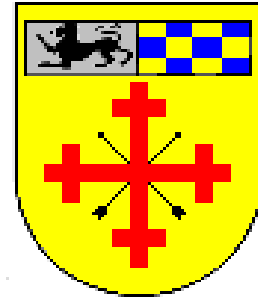


Castle Bromwich Parish Council

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Staffing Committee

Chairman: Cllr. S Beechey

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 Wednesday 17th July 2024 at 7pm 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
Clerk to the Council

dated this 11th July 2024

AGENDA

- S24-019** **Chairman's Welcome**
- S24-020** **Apologies:** To note apologies for absence & substitute member summoned.
- S24-021** **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.
- S24-022** **Minutes:**
a. To approve the minutes of the previous meeting held on Wed 10th January 2024.
b. To note that the meeting due to be held on Friday 12th April was inquorate.
- S24-023** **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.
- S24-024** **Staff Management:** To consider current matters relating to staff and any action necessary:
a) Annual leave approval
b) Illness / Sick Pay
c) Occupational Health
d) Revised room layouts
e) Appraisal
f) Disciplinary Matters
g) Recruitment
h) Staff safety
i) General

S24-025 **Staff Handbook:** to consider revisions to the Staff Handbook.

S24-026 **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

S24-027 Date and Time of next meeting to be agreed as 16th October 2024 or as needed.