

Castle Bromwich Parish Council

Council Office, Arden Hall, Water Orton Road,
Castle Bromwich, Solihull, B36 9PB

0121 747 6503

counciloffice@castlebromwichpc.gov.uk

www.castlebromwichpc.gov.uk



Staffing Committee

Chairman: Cllr. S Beechey
Cllr. J MacDonald & Cllr. J Ward

MINUTES OF STAFFING COMMITTEE MEETING

HELD AT COUNCIL OFFICES WEDNESDAY 17TH JULY 2024 AT 7:00PM

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

- S24-019 **Chairman's Welcome:** Cllr. P Allen welcomed everyone to the meeting and took the chair.
- S24-020 **Apologies:** Apologies were received and noted from Cllr. S Beechey. Cllr. P Allen had been summoned as a substitute member.
- S24-021 **Declarations of Interest:** None.
- S24-022 **Minutes:**
- The minutes of the previous meeting held on Wednesday 10th January 2024 were agreed as a true record.
 - It was noted that the meeting due to be held on Wednesday 12th April was inquorate.
- S24-023 **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.
- S24-024 **Staff Management:**
- Annual Leave:** The Clerk's annual leave requests had been authorised by full Council. The Q1 absence report was noted.
 - Illness / Sick Pay:** It was noted that all staff are currently working but the periods of absence in Q1 were noted.
 - Occupational Health:** The occupational health report on a member of staff was noted, as were the reasonable amendments made to accommodate capacity.
 - Revised Room Layouts:** It was noted that room set-ups involving a significant number of tables and chairs is physically demanding for all staff therefore, following manual handling risk assessments, standard room layouts with chairs stacked in 5s have been created. Hirers must leave the furniture out as they found it. (attached at pp3-10)

- e. **Appraisal:** Reporting on the Clerk's appraisal was deferred until Cllr. S Beechey's return.
- f. **Disciplinary Matters:** None.
- g. **Recruitment:** One zero-hour bar staff member has left and another joined the team for functions. The summer warden has been employed since May and is a great addition to the facilities team.
- h. **Staff Safety:** Researching staff alarms is on-going.
- i. **General:** There was an incident involving the abuse of a staff member at a private function that has been reported to the police. Arden Hall is very quiet over the summer.

S24-025 **Staff Handbook:** The examples from other Parish Councils were noted as being useful as the Clerk undertakes to re-write the Staff Handbook based on the previous 2008 version as the one provided by HR Consultants is too generic.

S24-026 **Councillors' reports and items for future agendas:**

- That staff should aim to prolong the life of cleaning equipment through sterilisation to minimise waste.
- That staff be reminded of the reporting procedure for broken equipment.

S24-027 **Date and Time of Next Meeting:** Agreed as Wednesday 16th October 2024 at 7pm in the Council Office or as needed.

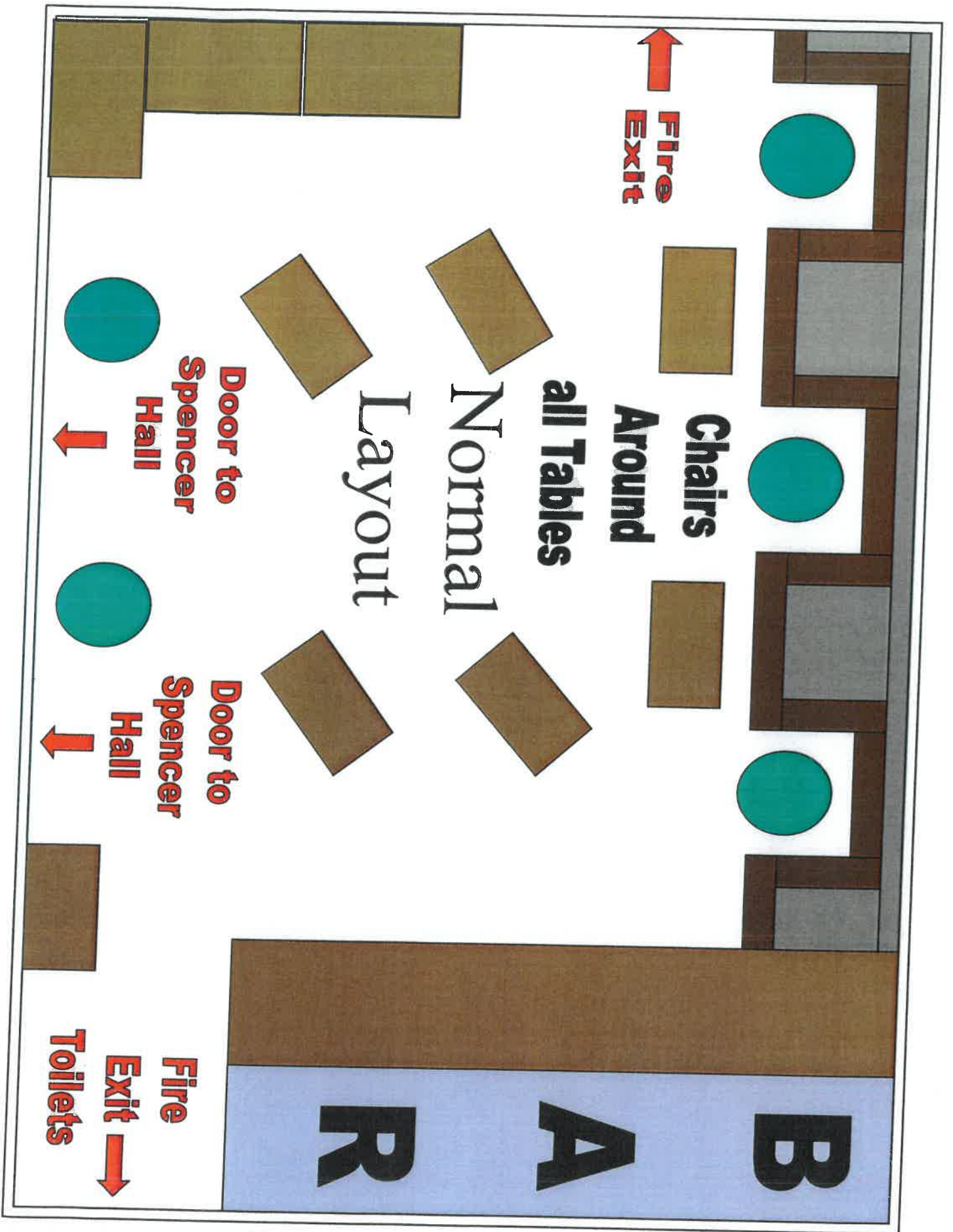
This meeting ended at 7:43pm.

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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

Title : Manual Handling - Spencer Lounge Set Up		Date of Assessment : 16/05/2024	Risk Assessor : Gemma Burgess
Risk Assessment Reference : RA017		People involved in making this assessment : Rachel Gorton	
Task/ Process : Room Set Up		People at Risk : Employees	
<p>Hazard : Manual handling Untrained staff may not appreciate the risks involved in manual handling, be unaware procedures and be at risk of musculoskeletal injuries - acute and chronic back pain or muscle strains</p>			
<p>Control Measures:</p> <ol style="list-style-type: none"> 1. All staff must complete the E learning training for Manual Handling 2. Chairs in chair store must only be stacked in sets of 10 maximum 3. To reduce unnecessary work keep the room with 3 6ft tables by back wall to be used for Buffet tables or to be dragged through into Spencer Hall when required. 			
<p>Hazard : Work equipment Table & Chair Trolley's to be used when moving furniture. If staff do not they could and be at risk of musculoskeletal injuries - acute and chronic back pain or muscle strains</p>			
<p>Control Measures:</p> <ol style="list-style-type: none"> 1. Chairs are stacked in piles of no more than 10 but ideally 5's to make then accessible for all. 2. Additional Gopak tables are stored on trolleys and must be wheeled carefully into Lounge if more tables are required. 3. A visual check on chairs and tables must be carried out before moving to ensure they have been stacked correctly and aren't likely to fall off during transportation. 			
<p>Hazard : Untrained workers Untrained staff may not appreciate the risks involved in manual handling, be unaware procedures and be at risk of musculoskeletal injuries - acute and chronic back pain or muscle strains</p>			
<p>Control Measures:</p> <ol style="list-style-type: none"> 1. All staff will have a log in for Peninsula to enable them to carry out their E learning training. 			
Documents Associated with this Risk Assessment:			
Review Date : 16/05/2025	Reviewer : Rachel Gorton		



Fire Exit →

Chairs Around

all Tables

Normal

Layout

Door to Spencer Hall →

Door to Spencer Hall →

Fire Exit →
Toilets

B
A
R

Title : Manual Handling- Windsor Room Set Up		Date of Assessment : 16/05/2024	Risk Assessor : Gemma Burgess
Risk Assessment Reference : RA016		People involved in making this assessment : Rachel Gorton	
Task/ Process : Room Set Up for Regular Hirers		People at Risk : Employees	

Hazard : Manual handling Untrained staff may not appreciate the risks involved in manual handling, be unaware procedures and be at risk of musculoskeletal injuries - acute and chronic back pain or muscle strains

Control Measures:

1. All staff must complete the E learning training for Manual Handling
2. Chairs in chair store must only be stacked in sets of 10 maximum
3. To reduce unnecessary work keep the room set up with 48 chairs around the edges (do not block bar hatch), if necessary stack chairs in (No more than) 5's and store in the corners of the room.
4. Keep 1 6ft table in the corner as usual and 1 4ft table in front of the bar hatch.
5. For function hirers, only offer the basic set up of 9 tables.

Hazard : Work equipment Table Trolley to be used when moving tables if staff do not they could and be at risk of musculoskeletal injuries - acute and chronic back pain or muscle strains

Control Measures:

1. Chairs are stacked in piles of no more than 10 but ideally 5's to make then accessible for all.
2. Additional tables are stored on trolleys and must be wheeled carefully into Hall if more tables are required.
3. A visual check on chairs and tables must be carried out before moving to ensure they have been stacked correctly and aren't likely to fall off during transportation.

Hazard : Untrained workers Untrained staff may not appreciate the risks involved in manual handling, be unaware procedures and be at risk of musculoskeletal injuries - acute and chronic back pain or muscle strains

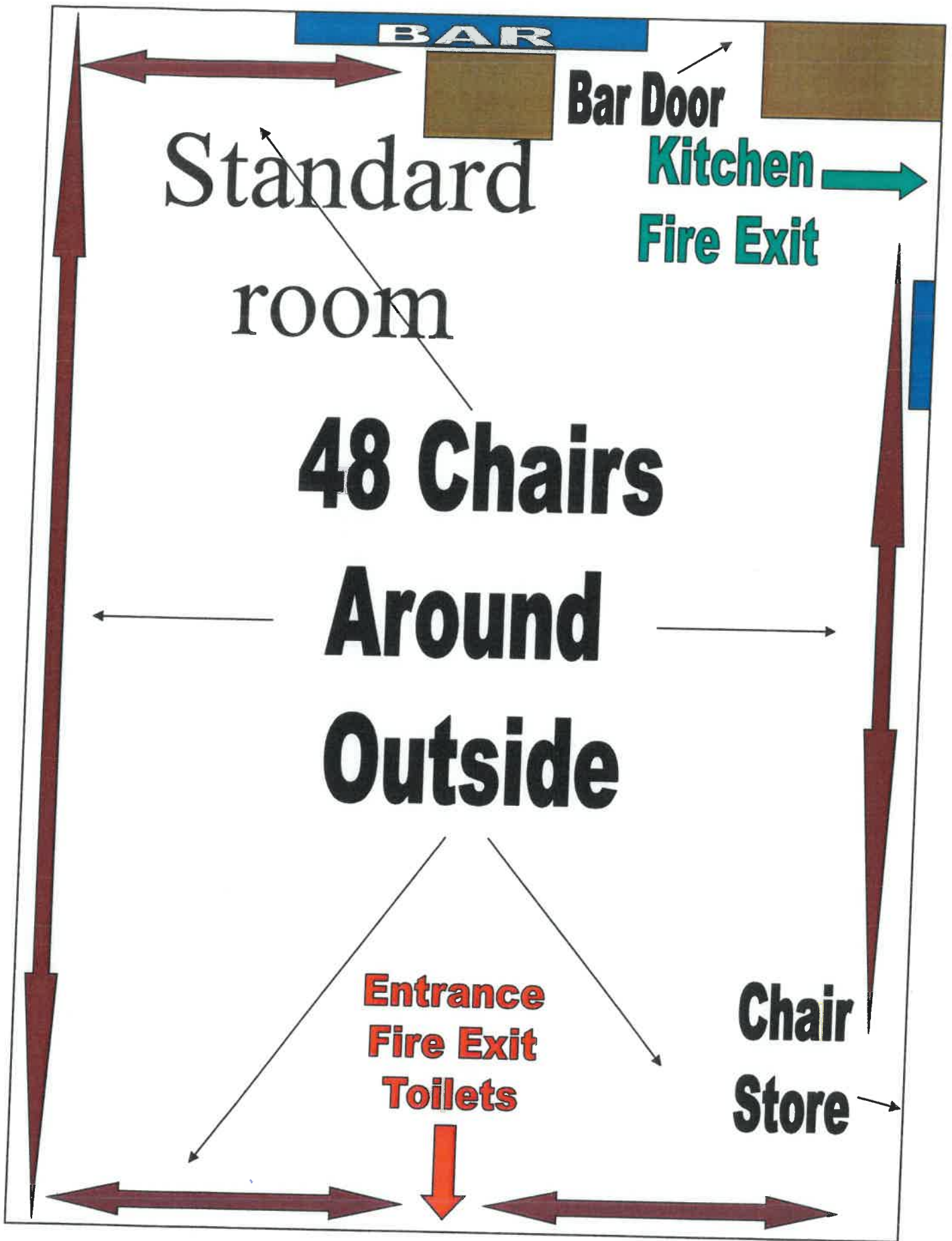
Control Measures:

1. All staff will have a log in for Peninsula to enable them to carry out their E learning training.

Documents Associated with this Risk Assessment:

Review Date : 16/05/2025	Reviewer : Rachel Gorton
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Title : Manual Handling - Room Set up		Date of Assessment : 02/05/2024	Risk Assessor : Gemma Burgess
Risk Assessment Reference : RA015		People involved in making this assessment : Rachel Gorton	
Task/ Process : Room Set UP's for Hiers		People at Risk : Employees	

Hazard : Manual handling Untrained staff may not appreciate the risks involved in manual handling, be unaware procedures and be at risk of musculoskeletal injuries - acute and chronic back pain or muscle strains

Control Measures:

1. All staff must complete the E learning training for Manual Handling
2. Chairs in chair store must only be stacked in sets of 10 maximum
3. To reduce unnecessary work keep the room set up with 67 chairs around the edges (do not block kitchen hatch), 6 stacks of 5 chairs in the alcoves, one on stage for hirer's to use & additional 2 stacked in corner by stage. This will give 100 chairs which is the maximum required for all hirer's.
4. Keep 3 tables on the hall floor and 2 on the stage. An additional 3 tables could be in Spencer Lounge and used when required.(Slimming World)
5. For function hirers, only offer the basic set up of 10 tables of 10. 100 chairs already in room will only require additional tables (25 tables required for floor and 1 on stage for DJ)

Hazard : Work equipment Table & Chair Trolley to be used when moving furniture if staff do not they could and be at risk of musculoskeletal injuries - acute and chronic back pain or muscle strains

Control Measures:

1. Chairs are stacked in piles of no more than 10
2. Additional tables are stored on trolleys and must be wheeled carefully into Hall if more tables are required.
3. A visual check on chairs and tables must be carried out before moving to ensure they have been stacked correctly and aren't likely to fall off during transportation.

Hazard : Untrained workers Untrained staff may not appreciate the risks involved in manual handling, be unaware procedures and be at risk of musculoskeletal injuries - acute and chronic back pain or muscle strains

Control Measures:

1. All staff will have a log in for Peninsula to enable them to carry out their E learning training.

Documents Associated with this Risk Assessment:	
Review Date : 02/05/2025	Reviewer : Rachel Gorton

6 stacks of 5 chairs
in 3 alcoves

Bar
Lounge

Fire Exit

**67 chairs around
outside**

Standard room set up

Kitchen

**Foyer
Fire Exit**

Additional
chairs in corner

S T A G E

