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 7th January 2026 at 5pm 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.

GMBurgess

Gemma Burgess — dated this 29th December 2025

Clerk to the Council

AGENDA

S26-001 **To note substitute member and welcome from the Chair of the meeting.**

S26-002 **Apologies:** To note apologies for absence.

S26-003 **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.

S26-004 **Minutes:** To approve the minutes of the previous meeting held on Wed 15th October 2025.

S26-005 **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.

S26-006 **Staff Management:** To consider current matters relating to staff and action necessary:

a) Christmas 2026 shutdown and park closing
b) Annual leave approval
c) Absences
d) Occupational Health/Capability/RTW
e) Flexible Working
f) Grievance and Disciplinary Matters
g) Personal Safety & lone-working
h) Employment Rights Act 2025
i) Pension Valuation
j) General

S26-007 **Staff Handbook:** to consider updates.

S26-008 **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

S26-009 Date and Time of next meeting to be agreed as 15th April 2026 or as needed.