Castle Bromwich Parish Council

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Staffing Committee

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

MINUTES OF STAFFING COMMITTEE MEETING

HELD AT COUNCIL OFFICES WEDNESDAY 7TH JANUARY 2026 AT 5:00PM

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

S26-001 **Chairman's Welcome:** Cllr. J MacDonald welcomed everyone to the meeting, including Cllr. Pauline Allen who had been summoned to the meeting as a substitute member as per Standing Order 4.d.v.

S26-002 **Apologies:** Apologies were received and noted from Cllr. S Beechey.

S26-003 **Declarations of Interest:** None.

S26-004 **Minutes:** The minutes of the previous meeting held on Wed 15th October 2025 were agreed by all who had been present.

S26-005 **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.

S26-006 **Staff Management:**

a. Christmas 2026 Shutdown: Possible dates were considered.
   RESOLVED: That Arden Hall be closed from 25th – 28th December 2026 and that the parks be closed at midday on Christmas Eve, for Christmas Day, Boxing Day and New Year's Day 2026.
b. **Annual Leave:** Annual leave requests across the team were considered.
   RESOLVED: That the Clerk's requests for annual leave be approved.
c. **Absences:** The confidential Q3 absence report was noted with further concern raised.
d. **Occupational Health/Capability/RTW:** The Clerk reported on the current situation with a member of staff on long-term sick leave.
e. **Flexible Working Requests:** None received.
f. **Grievance and Disciplinary Matters:** Cllr. S Beechey is dealing with a grievance from a member of staff.
g. **Personal Safety & lone-working:** The bodycam in the park and personal alarms in Arden Hall are now in use.
h. **Employment Rights Act 2025:** It was noted that there are several upcoming changes to legislation that could affect operations at CBPC. More information is needed but the right to guaranteed hours, the right to reasonable notice of shifts and the right to payment for shifts cancelled, curtailed or moved at short notice could all have considerable impact. It was also noted that the government is still considering what "reasonable" notice of shifts is.
i. **Pension Valuation:** It was noted that employer contributions will be reduced from 1st April 2026 but that full detail will be given to FGP Committee.
j. **General:** The Clerk reported that the new CiLCA training will be released in February and that FGP Committee will be asked to approve funding.

S26-007 **Staff Handbook:** The Clerk reported that the draft is still being worked on before sending to HR consultants for comment.

S25-008 **Councillors' reports and items for future agendas:** None.

S25-009 **Date and Time of Next Meeting:** Provisionally agreed as April 15th as usual. The Clerk will confirm the time after consulting with Cllr. S Beechey.

This meeting ended at 17:57pm.

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

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