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 THURSDAY 16TH APRIL 2026 AT 3:00PM

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

S26-010 **Chairman's Welcome:** Cllr. S Beechey 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.

S26-011 **Apologies:** Apologies were received and noted from Cllr. J MacDonald

S26-012 **Declarations of Interest:** None.

S26-013 **Minutes:** The minutes of the previous meeting held on Wed 7th January 2026 were agreed by all who had been present.

S26-014 **Confidential Matters:**
RESOLVED: That the meeting be closed 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.

S26-015 **Staff Management:**

a. **Annual Leave:** Annual leave requests across the team were considered.
   RESOLVED:
   - That the Clerk's requests for annual leave be approved. It was agreed that the July 2027 FGP committee meeting be moved.
   - That requests for annual leave at the same time from members of the Arden Hall team be alternated annually in advance, though if they can both be accommodated nearer the time, Cllr. S Beechey offered assistance.

b. **Absences Occupational Health/Capability/RTW:** The confidential Q4 absence report was noted, with concern. The Clerk reported on the current situation with a member of staff on long-term sick leave and how matters will be progressed. A second member of staff is likely to be on long-term sick leave.

c. **Working Hours:** Current practices were considered. Staff should move to a different room or area when taking a break, so that they are not disturbed. A sign should be left with their anticipated return time.
   RESOLVED: That the lone-worker policy be updated, to include provision for staff to be paid to the end of their shift as per rota if they have been required to leave early with a hirer after 8pm.

d. **Flexible Working Requests:** None received.

e. **Pension Scheme Requests:** Two requests were considered. It was noted that it is illegal to offer a financial inducement to staff in order to opt-out of the pension scheme. It was also noted that the Council is unable to match fund additional pension contributions as the scheme is defined benefit not contribution. For these reasons, the requests could not be accommodated.

f. **NJC Pay Award 2026-27 and SCP grading:** It was noted that SCP1 was abolished on 01.04.23 and SCP2 is being abolished on 01.04.26 which has meant automatic progression for staff members on those grades and the SCP additional points for responsibility for other staff members being eroded. This is due to the national pay awards not keeping pace with increases in National Minimum Wage. It was felt that these decisions made at a national level result in unfairness for all other staff. It was noted that a 3.3% pay award is anticipated later in the year but that increasing all current staff by one SCP is affordable within current budgets. It was noted that budget journals will be made to account for facilities staff covering roles in Arden Hall.
   RESOLVED: That all job roles be graded one SCP higher to account for the changes in the scale.

g. **Grievance and Disciplinary Matters:** A grievance matter is still on-going.

h. **General:** The Clerk reported that the Staff Handbook is progressing slowly due to time constraints. Uptake of the bodycam and personal alarms is low but it was agreed all staff need to be trained and encouraged to use them.

S26-016 **Councillors' reports and items for future agendas:** None.

S26-017 **Date and Time of Next Meeting:** Agreed as 9th July at 3pm in the Council Office.

This meeting ended at 15:57pm.

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

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