Castle Bromwich Parish Council

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Staffing Committee

Chairman: Cllr. S Beechey
Cllr. K Ahmed & Cllr. A Haywood

MINUTES OF STAFFING COMMITTEE MEETING

HELD AT COUNCIL OFFICES THURSDAY 9TH JULY 2026 AT 3:00PM

Members Present:	Cllr. K Ahmed, Cllr. P Allen & Cllr. A Haywood
Guests in Attendance:	None
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

S26-017 **Chair's Welcome:** Cllr. Pauline Allen, who had been summoned to the meeting as a substitute member as per Standing Order 4.d.v, welcomed everyone to the meeting.

S26-018 **Apologies:** Apologies were received and noted from Cllr. S Beechey.

S26-019 **Declarations of Interest:** None.

S26-020 **Minutes:** The minutes of the previous meeting held on Wed 16th April 2026 were approved.

S26-021 **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.

S26-022 **Staff Management:**

a. **Annual Leave:** None
b. **Absences/Occupational Health/Capability/RTW:** The confidential Q1 absence report was noted. The Clerk updated on long-term sickness absences and the paths forward.
c. **EAP Provision:** The current benefits of the Employee Assistance Programme were noted and compared to the additional benefits of the Wisdom Super Care Package. The following benefits were considered to be of particular relevance/importance in supporting staff:
   - 10 sessions of counselling per person, per issue, per year
   - 24/7 confidential helpline
   - Life, leadership and money coaching
   - Active Care – day one intervention for stress or anxiety absences
   - Mental Health First Aid Courses (2 per year)
   - An occupational health assessment included per year
   - Virtual GP appointments
   - Menopause Care support line and tailored risk assessments.

   It was noted that each Occupational Health referral costs £495 and is often needed.
   RESOLVED: That the EAP provision be upgraded to Wisdom Super Care at an additional cost of £64.22 a month from the 4587 DS Professional Advice – Staffing Budget to run to the end of the contract with Peninsula.
d. **Flexible Working Requests:** None received.
e. **Grievance and Disciplinary Matters:** Following appeal, a grievance matter is now concluded. The Clerk was directed on further matters arising.
f. **General:** None

S26-023 **Staff Handbook:** The Clerk reported on progress.

S26-024 **Councillors' reports and items for future agendas:** None.

S26-025 **Date and Time of Next Meeting:** Agreed as 22nd October at 3pm in the Council Office.

This meeting ended at 15:41pm.

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

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