Castle Bromwich Parish Council

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Staffing Committee

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

Dear Councillor,

You are summoned to attend a meeting of Castle Bromwich Parish Council's Staffing Committee**,** which will be held on Thursday 22nd October 2026 at 3pm 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 15th October 2026

Clerk to the Council

AGENDA

S26-026 **Chair's Welcome**

S26-027 **Apologies:** To note apologies for absence.

S26-028 **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.

S26-029 **Minutes:** To approve the minutes of the previous meeting held on Thursday 9th July 2026.

S26-030 **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.

S26-031 **Staff Management:** To consider current matters relating to staff and action necessary:

a) Annual leave
b) Absences/Occupational Health/Capability/RTW
c) Staff requests
d) Flexible Working
e) Grievance and Disciplinary Matters
f) General

S26-032 **Staff Handbook:** To consider updates.

S26-033 **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

S26-034 Date and Time of next meeting to be agreed as Thursday 7th January 2027 or as needed.