

**MINUTES OF THE MEETING OF
CASTLE BROMWICH PARISH COUNCIL
HELD IN ARDEN HALL, CASTLE BROMWICH
ON WEDNESDAY 10TH AUGUST 2016
AT 6.30 PM**

Those present:

Chairman:

Cllr E Knibb

Cllr Mrs A Haywood

Cllr K Shaw

Cllr Mrs R Shaikh

Cllr J MacDonald

Cllr A Terry

Cllr M Rashid

Cllr Miss J Ward

Officer:

Mrs. D. Weir, Acting Clerk to the Council

Public:

Wayne Horkan

In the absence of the Chairman, the Vice Chairman took the chair. A member of the public had submitted an application for co-option.

1. Apologies.

Apologies received and accepted from Cllr Riordan and from Cllr Mrs Allen due to personal circumstances.

2. Declarations of pecuniary or conflict of interests.

None declared.

3. Dispensations.

None requested.

4. Casual Vacancy

It was agreed this item be deferred to the end of the meeting. The member of the public who had submitted an application for co-option had just arrived and was asked to wait outside until item 8 on the agenda had been discussed.

5. Minutes of the previous Meeting – 27th July 2016.

It was agreed that this item be deferred to the end of the meeting.

6. Questions from Councillors

None received.

7. Questions from the Public

None present

8. Appointment of Employment Consultant – Presentation from Peninsula

a) Consideration of Contract terms and quotations

The Chairman welcomed the representative from Peninsula who was present to talk about the services Peninsula provide and to answer questions from members. Mr Garside outlined the services Peninsula provide including extensive employment advice on all employment matters, advice on contracts of employment, employee handbook, council policies, telephone and email advice, the face to face service and the different contract periods. He advised that they work with a large number of councils across the country, very few joined proactively. They deal with complex and high risk cases and every single call to Peninsula is recorded. Members noted Peninsula would not indemnify the Council for any current employment issues. That tribunal costs were covered, but not for current employment issues, only for new cases where advice has

been followed. Employment seminars were held to which attendance was free of charge.

Cllr Mrs Haywood advised that the Parish Council was made up of volunteers and the importance of the Council having professional HR advice. Members noted details of other quotations sought.

The Chairman asked members to vote on whether the Parish Council should outsource HR.

IT WAS RESOLVED: that HR be outsourced. Cllr Ward abstained from this vote.

The Chairman asked members to vote on whether they should enter into a contract with Peninsula, whether any contract should be for a 3 year or 5 year term and whether the contract should include the additional cover provided by HRF2F, Occupational Health and Health and Safety. Members considered recent employment issues.

Cllr Terry referred to the history of long standing employment issues and proposed the Council enter into a 5 year contract. The Chairman asked if there were any other proposals. Cllr Rashid proposed a shorter contract of 3 years. He advised the Council could consider renewal at the appropriate time.

IT WAS RESOLVED: that Peninsula be appointed for a 3 year term at a monthly premium of £306 pcm inclusive of HR face 2 face x 1, Occupational Health face 2 face x 1, the Health and Safety service, EAP and Taxwise, subject to satisfactory references being obtained. The Acting Clerk to obtain references and to forward to those members present. If satisfactory references were obtained, the Acting Clerk to confirm the appointment.

b) Staffing issues

Cllr Mrs Haywood reported on the recent movement of staff and the need for job descriptions to be reviewed. She thanked the member of staff who had returned from maternity leave for her assistance in working KIT days.

She advised the Council should consider the bookkeeper's role and whether this should be outsourced or done inhouse.

c) Payment of staff salaries and sick pay – appropriate measures to be put in place to ensure continuity and to undertake Risk Assessment.

Cllr Mrs Haywood referred to recent administrative problems with payment of salaries to staff which were now being made by Unity in accordance with the Internal Auditor's recommendation. She suggested the Council may need to consider staff being paid fortnightly or monthly. Cllr Ms Ward advised that the Council would need to provide assistance for staff if this was agreed and also to consider the best time of year that any such proposal could be introduced.

The Chairman returned to item 4 on the agenda.

4) Casual Vacancy – Co-option

Mr Horkan was invited into the meeting and to speak to members on his application to be co-opted onto the Parish Council. He outlined his career to date and his business interests. He worked in London during the week and very much wanted to be involved in the local community. Following questions by members,

IT WAS UNANIMOUSLY RESOLVED: that a) Wayne Horkan be co-opted onto

the Parish Council for the Beechcroft Ward and b) Cllr Horkan be elected to serve on the Finance & General Purposes Committee.

The Chairman closed the meeting at 8.45 pm.

DRAFT