

**MINUTES OF THE EXTRAORDINARY MEETING
HELD IN THE PAVILION, CASTLE BROMWICH
ON
WEDNESDAY 9th October 2019 AT 7.15PM**

Those Present:

Chairman: Cllr Mrs P Allen

Vice-Chairman Cllr E Knibb

Councillors: Cllr Mrs A Ahmed Cllr S Beechey
Cllr D Hinsley Cllr J MacDonald
Cllr J Riordan Cllr Mrs R Shaikh
Cllr K Shaw

Officer: Mrs Y Smith

Public: 0

1. **Acceptance of Apologies for Absence**
Cllrs K McCoy, A Haywood, M Strong, M Rashid, Mrs S Watts (resigned)

2. **Declarations of Pecuniary or Conflict of Interests**
None declared.

3. **Dispensations**
None requested.

4. **Exclusion of the Press and Public**
The meeting was closed to members of the public and the press due to the subject matter to be discussed relating to members of staff.

5. **Staffing Matters**
Cllr Mrs Allen updated members on staff matters and wished to seek approval to act on the recommendations made by the council's HR advisors.

The HR advisors had held independent investigations into grievances issued by two staff members and had submitted their outcome reports with recommendations. Both complainants had the right to appeal which meant the details of the complaints and outcome reports needed to remain confidential to ensure no councillor who may need to be involved in any appeals had knowledge of the detail. The Chairman added that the terms of engagement with the HR advisors require the Parish Council to keep them informed at all stages and act on their recommendations.

The Chairman stated the Monitoring Officer had advised there will be no code of conduct enquiry into the councillors mentioned in one of the staff members' complaints, and the HR advisors had advised that from an employment law perspective the actions of the councillors involved were acceptable. However, further advice is that there should be an urgent independent investigation into some of the issues raised.

Three recommendations were put to Council:

- i. That the parish council approves accepting the outcomes and recommendations of the HR advisor with regard to the grievances submitted by the two staff members.
- ii. That the parish council approves following the advice of the HR advisor in order to comply with the terms of engagement.
- iii. That the parish council approves the temporary appointment of a qualified Clerk and RFO at £20 per hour to be paid out of 'wages' to assist the Interim Acting Clerk reduce her hours.

Following due consideration it was:

- i. **RESOLVED:** that the parish council approves the outcomes and recommendations of the HR advisor with regard to the grievances submitted by the two members of staff.
- ii. **RESOLVED:** that the parish council approves following the advice of the HR advisors in order to comply with the terms of engagement.
- iii. **RESOLVED:** That the parish council approves the temporary appointment of a qualified Clerk and RFO at £20 per hour to be paid out of 'wages' to assist the Interim Acting Clerk reduce her hours.

The Chairman closed the meeting at 7.35pm.

Signed..... Date.....
Chairman, Castle Bromwich Parish Council