

Castle Bromwich Parish Council

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NOTICE OF MEETING

The members of the **Staffing Committee** are summoned to an online meeting of the committee at 6.30pm on Wednesday 23rd September 2020 via 'Zoom' and the following dedicated link:

<https://us02web.zoom.us/j/89455792086?pwd=VkNLQTg1K3ZvRGVuOTBKcEdQVGJlQT09>

Meeting ID: 894 5579 2086 Passcode: 841121

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.

The agenda includes at item 5 the opportunity for members of the public to ask questions and comment on items to be discussed, for up to a maximum of three minutes and subject to the Chairman's discretion. Members of the public are asked to submit their questions in advance via email to counciloffice@castlebromwichpc.gov.uk

Yvonne Smith

Yvonne Smith, 18/09/2020
Acting Clerk to the Council

AGENDA

- 1. Chairman's welcome**
- 2. Apologies for absence, if any**
- 3. Declarations of pecuniary or other interests**
Members are reminded to declare any interest that relates to items on the agenda, particularly if the item relates to their entry on the Members' Register of Interests.
- 4. Dispensations.**
The meeting will consider any requests from a committee member for a dispensation to be allowed to stay in the meeting and/or speak and/or vote with regard to any item in which they have declared an interest. Such requests must be submitted in writing to the Clerk before the meeting starts (email is acceptable).
- 5. Public Question Time**
Anyone attending this meeting who is not a member of the Staffing Committee may take the opportunity to speak and/or ask questions about items on this agenda and/or ask for issues to be considered at future meetings.
- 6. Previous Minutes**
To approve the minutes of the Staffing Committee meeting held 19/08/2020

7. To note the committee's revised Terms of Reference, approved by the Parish Council at the Extraordinary meeting held 26/08/2020.
8. 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.
9. To approve in principle reimbursement to an employee for damage to personal property used while performing official duties.
10. To report on issues of Occupational Health for employees and to consider any adjustments necessary.
11. To consider any outstanding staffing issues, including welcome and induction of new Clerk, position of Acting Clerk, staff training updates, establishing a staff Training Needs Analysis and a timetable for the staffing review.
12. To review holiday entitlement for employees.
13. To consider Working from Home allowances for staff who have been required to work from home whilst the offices were closed due to COVID-19 regulations.
14. To note the NJC Pay Award 2020-21 and that this is backdated to 01/04/2020.
15. To support the requirement to improve office IT connectivity to enable online communications and office meetings
16. Date and time of next meeting of this committee to be agreed

Members of Staffing Committee:
 Cllrs J MacDonald (Committee Chairman), Mrs A Shaikh Ahmed,
 Mrs P Allen, S Beechey + one vacancy
 The committee quorum is 3 members

Zoom meeting details:

Topic: Staffing Committee Meeting

Time: Sep 23, 2020 18:30 hrs

Join Zoom Meeting

<https://us02web.zoom.us/j/89455792086?pwd=VkNLQTg1K3ZvRGVuOTBKcEdQVGJlQT09>

Meeting ID: 894 5579 2086 Passcode: 841121

One tap mobile

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Castle Bromwich Parish Council

MINUTES OF STAFFING COMMITTEE MEETING

HELD ONLINE via 'ZOOM'

WEDNESDAY 19th AUGUST 2020, 6.30pm



Committee members: Cllrs J MacDonald, Committee Chairman
Mrs A Shaikh Ahmed, Mrs P Allen, S Beechey

Committee quorum is 3 members

DRAFT

Members Present	Cllrs: J MacDonald (Committee Chairman) Mrs A Shaikh Ahmed, Mrs P Allen
In attendance	Officers: Mrs G Lungley – Support Officer (Host of Meeting) Non-committee members/Members of the public: none The meeting was not electronically recorded.
Staffing 20-08/14	Chairman's Welcome Cllr J MacDonald welcomed everyone to the meeting to review the feedback from the interviews held for the position of Clerk to the Council.
Staffing 20-08/15	To note apologies for absence Cllr S Beechey (work commitments)
Staffing 20-08/16	To receive members' declarations of disclosable interests None received.
Staffing 20-08/17	To consider any dispensation requests if any None received
Staffing 20-08/18	Public Question Time - To hear from members of the public Not required
Staffing 20-08/19	To consider the minutes of the meeting held 12/08/2020 for approval The minutes of the previous meeting held 12/08/2020 were approved.
Staffing 20-08/20	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. The meeting was closed to the public
Staffing 20-08/21	To review the interviews held 17th and 18th August and agree upon the favoured candidate for the position of Clerk to the Council, for recommendation to Council. Cllrs Mrs P Allen and S Beechey had interviewed the three candidates with Mrs Lungley in attendance as facilitator. Each candidate had been asked to start the interview with a 10-minute presentation on the subject of 'The challenges facing town and parish councils this year and how you would deal with them at Castle Bromwich', which was followed by a dozen questions put by the councillors. Comments made by Cllr S Beechey in the debrief after the third interview were put to this meeting along with Cllr Mrs Allen's observations. From the interview presentation content and delivery and based on the responses to the questions, both members agreed the same choice of candidate.

The committee members had reviewed all the applications and in the light of the interviewers' comments, the committee agreed to recommend the favoured candidate to the Extraordinary meeting of the Council on 26/08/2020.

Staffing
20-08/22

To review and agree the terms of the Clerk's contract of employment.

The content of the Clerk's proposed contract had been sanctioned by Peninsula, HR consultants and would be forwarded to the Council's Extraordinary meeting on the following week.

Staffing
20-08/23

Date and time of next meeting of this committee

To be notified. Appropriate Terms of Reference have yet to be confirmed.

This meeting ended at 7.20pm

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

Dated

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STAFFING COMMITTEE TERMS OF REFERENCE

Status	Approved
Date approved	26/08/2020
Date of Review	May 2021

1. Staffing Committee Membership

The committee will comprise of five members of the Parish Council and may include either the Council Chairman or Council vice-Chairman but not both and neither is to take the position of committee Chairman.

The quorum is three members.

2. Committee's Objective

The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

3. Members of the committee are to be mindful of:

- the legal framework for, and good practice in, employment matters
- the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
- the nationally negotiated model contract and terms and conditions for the appointment and employment of Staff
- the NALC / SLCC model Member-Officer Protocol

4. Delegated responsibilities of the Staffing Committee

In conjunction with the Clerk to the Council, and other professional advisers as and when required, are to determine: -

- a) HR strategy
- b) development and review of HR policies and procedures
- c) staffing levels and structure
- d) job descriptions/person specifications
- e) operation and review of the equality and equal opportunities policy
- f) operation and review of the health and safety policy
- g) operation of the Council's disciplinary, grievance, grading and appeal procedures
- h) the annual appraisal of the Clerk to the Council
- i) appointment of Clerk to the Council.

5. Delegated responsibilities to the Clerk, as Head of Paid Services

In all cases the Clerk will refer to, work with and pay due regard to, the appropriate line manager when considering any of the matters a) to t) below, and for any staff to be employed on spinal column point 20 and above, a member of the Staffing Committee. Delegation will cover:

- a) staff vetting, including DBS checking
- b) staff recruitment and selection (except for position of Clerk) including preparation of job descriptions, person specifications, placing of the advertisement, short-listing of applicants and carrying out all interviews working with an appointed member of the Staffing Committee and the relevant line manager
- c) staff retention
- d) determining or reviewing staff conditions of service and general terms of employment via the Staff Handbook
- e) salary grading and pay
- f) leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- g) salary reviews and agree minor variations to the condition of employment subject to prior discussion with the council's HR advisor
- h) approval of payment of overtime within council policy
- i) authorisation of training in line with the council's policies
- j) the provision of protective personal equipment
- k) agreeing to premature retirement on the grounds of duly certified ill health, in consultation with either the Staffing Committee or up to two identified council members
- l) terminating the employment during probation
- m) review of salary on completion of probationary period in consultation with either the Staffing Committee or up to two identified council members
- n) the commission of legal and professional advice on staffing matters for consideration by the Staffing Committee
- o) special conditions relating to a specific post or individual
- p) allowances, expenses and subsistence
- q) working hours
- r) sickness absence management
- s) employee communication and consultation
- t) staff performance review/appraisals

6. Delegated budget

The Committee will have no direct budget but will work within the various annually allocated budget headings for training, staff costs etc. and will report thereon to each following council meeting. If necessary, funding may be provided as and when required following a request to the Council.

7. Reporting arrangements

The Staffing Committee will meet quarterly or more often as required and the Clerk will report to these meetings on all matters dealt with under delegated responsibilities.

The committee will report regularly to the full council when required to do so.

Signed: _____
Chairman