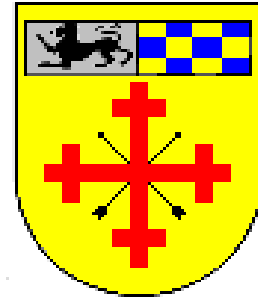


# Castle Bromwich Parish Council

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## Staffing Committee

**Chairman:** Cllr. J Macdonald  
Cllr. P Allen, Cllr. S Beechey, Cllr. A Shaikh-Ahmed,

Dear Councillor,

You are summoned to attend an online meeting of Castle Bromwich Parish Council's Staffing Committee at 6.30pm on **Wednesday 18<sup>th</sup> November 2020** via Zoom using the following dedicated link:

<https://us02web.zoom.us/j/81055781078?pwd=aUVoWWM1bGRTZ1hyNERNT2xucUU0UT09>

Meeting ID: 810 5578 1078

Passcode: 136971

**Members of the press and public are cordially invited to attend.**

The agenda includes at item 5 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 public are asked to submit their questions in advance via email to [counciloffice@castlebromwichpc.gov.uk](mailto:counciloffice@castlebromwichpc.gov.uk). The meeting may be recorded for scribing purposes.

*GMBurgess*

Gemma Burgess  
Clerk to the Council

dated this 11<sup>th</sup> November 2020

## AGENDA

- S20-001**      **Chairman's Welcome**
- S20-002**      **Apologies:** To note apologies for absence.
- S20-003**      **Declarations of Interest** – Councillors are reminded to, when applicable:  
a. Register of Interests: keep their register of interests updated.  
b. Declare Disclosable Pecuniary Interests in items on the agenda and their nature.  
c. Declare any Other Disclosable Interests in items on the agenda and their nature.  
d. Members' written requests for the grant of a dispensation (S33 of the Localism Act 2011) are to be submitted to the clerk in advance of the meeting.
- S20-004**      **Minutes:** To approve the minutes of the previous meeting held on Wednesday 23<sup>rd</sup> September 2020.
- S20-005**      **Public Question Time:** An opportunity for the public to address the Committee.
- S20-006**      **Christmas/New Year Opening Hours:** To consider the opening hours of Council's open spaces, the Council Office and Arden Hall.
- S20-007**      **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.

- S20-008 COVID-19 Lockdown:** To note the current staffing position at the Council in light of the government restrictions
- S20-009 Occupation Health:** To report on current issues of Occupational Health for employees and to consider any adjustments or action necessary.
- S20-010 Staff Management:** To report on current matters relating to staff.
- a) Keyholders and key policy
  - b) Annual leave
  - c) Illness
  - d) Staff hours
  - e) General
- S20-011 Changing Terms and Conditions for Employees:** To receive an overview of training attended by the Clerk.
- S20-012 Council Staffing Structure:** To consider the staffing needs of the Council including how staff may be redeployed to better suit the Council's business and governance needs or the necessity of additional staff.
- S20-013 Employee Contracts:**
- a) To approve the revised contract for the Assistant Clerk.
  - b) To consider a schedule for revising all employees' contracts.
- S20-014 Staff Appraisals:** To consider a timeline for staff appraisals and whether external assistance should be sought.
- S20-015 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
- S20-016 Date and Time of next meeting to be agreed.**