

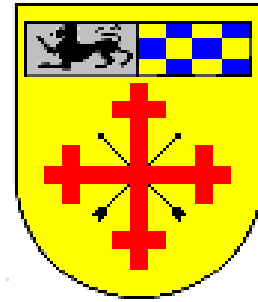
# Castle Bromwich Parish Council

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## Staffing Committee

**Chairman:** Cllr. J MacDonald

Cllr. A Ahmed-Shaikh, Cllr. P Allen, Cllr. S Beechey.

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## MINUTES OF STAFFING COMMITTEE MEETING

HELD ONLINE WEDNESDAY 18<sup>th</sup> NOVEMBER 2020

Members Present:	Cllr. J MacDonald (Chair), Cllr. A Ahmed-Shaikh, Cllr. P Allen, Cllr. S Beechey
Guests in Attendance:	None
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

- S20-001 **Chairman's Welcome:** Due to technical difficulties for the Chair, the Clerk welcomed all and chaired the meeting.
- S20-002 **Apologies:** None, all present.
- S20-003 **Declarations of Interest:** None.
- S20-004 **Minutes:** The minutes of the previous meeting held on Wednesday 23<sup>rd</sup> September were agreed as a true record with one abstention.
- S20-005 **Public Question Time:** None present.
- S20-006 **Christmas / New Year Opening Hours:** The Council's festive opening hours were considered. At full council it will be proposed that:  
Castle Bromwich Parish Council really appreciates the efforts of all staff to cover absences and for working during this difficult pandemic period. In recognition of this, the Council facilities and service will be closed on the following dates to allow employees to be able to celebrate the festive season:  
**Parish Council Office & Arden Hall\*:** 24<sup>th</sup> December until 4<sup>th</sup> January 2021  
(\*except for a booking on Sunday 27<sup>th</sup> December)  
**Park:** 25<sup>th</sup>, 26<sup>th</sup>, 28<sup>th</sup> December and 1<sup>st</sup> January
- S20-007 **Confidential Matters:**  
**RESOLVED:** 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.

### Action

S20-008	<b>COVID-19 Lockdown:</b> The current situation whereby most employees are unable to work from home was explained. Where employees are on site, risk assessments have been carried out. In order to protect the Council's ability to keep the park open, park warden shifts have been reduced by 15 minutes to ensure no physical handover.	
S20-009	<b>Occupational Health:</b> Current issues relating to staff members on long-term sick leave were reported. One report highlighted an underlying medical condition which the Council had not been notified of therefore HR advice will be sought in what should be disclosed. Neither member of staff is expected to return imminently.	
S20-010	<b>Staff Management:</b>	
	a) <b>Keyholders and key policy:</b> It was agreed that it should be reviewed as to which members of staff need which keys and to ensure that they are signed out as identifiable bundles for staff are responsible. A revised key policy is to be written and adopted by staff as part of their contractual obligations.	1.
	b) <b>Annual Leave:</b> It was agreed that Cllr. S Beechey would be able to approve the Clerk's leave and act as line manager for urgent matters. It will be recommended to full Council that Cllr. Steve Beechey can liaise with Peninsula regarding the Clerk, when necessary. Bright HR offers a module for keeping track of annual leave and creating a fair system for everyone. Current booked annual leave was noted. The clerk was directed to ensure that all employees have opportunity to request "premium" annual leave days such as during school holiday.	2. 3.
	c) <b>Illness:</b> Issues of persistent absence were discussed.	
	d) <b>Staff Hours:</b>	
	- Staff should be reminded that additional hours cannot be paid as overtime and hours should be balanced during a week.	
	- There is a discrepancy between contracted hours and actual working hours which have meant additional work has been carried out while Arden Hall has been closed to hirers.	
	e) <b>General</b>	
	- Councillors should be informed of when employees are working so they don't disturb them when not working.	4.
	- Schedules of work for park wardens should be kept to ensure duties are being carried out.	5.
S20-011	<b>Changing Terms and Conditions for Employees:</b> The Clerk reported on the training session attended, including the need for a consultation period when changing terms and conditions for employees. The Clerk was directed to discuss an employee consultation with Peninsula.	6.
S20-012	<b>Council Staffing Structure:</b> It was noted that the Finance and General Purposes Committee had suggested a zero hours contract to address the immediate understaffing issues within the Council Office. The Clerk was directed to draft a job description for an administrative assistant and to get a sample contract from Peninsula.	7.
S20-013	<b>Employee Contracts:</b>	
	a) <b>Assistant Clerk's Contract:</b> The draft contract was considered and revised. The Clerk was directed to run the revised contract past Peninsula before	
	b) <b>Schedule for revising all employees' contracts:</b> The need to revise employees contracts to ensure the Council's staffing structure is viable & flexible following significant financial losses due to the pandemic was discussed. Contract revisions to start in the new year beginning with the Hall Manager with a view to standardising all contracts. The Clerk was directed to liaise with Peninsula and WALC.	
S20-014	<b>Staff Appraisals:</b> The Clerk's appraisal is due by March 28 <sup>th</sup> . Cllr. S Beechey will co-ordinate to start the process in January.	8.
	<b>RESOLVED:</b> That all employed staff should have an annual appraisal. The Clerk is to start with appraisals for the Assistant Clerk and the Hall Manager.	9.

S20-015 **Councillors' reports and items for future agendas:** none

S20-016 **Date and Time of Next Meeting:** It was agreed that the committee needs to meet more frequently than every 3 months due to current demands. The Clerk will keep in touch with committee members via email and hopefully call a meeting in January.

**Action Log:**

1) Keys to be reissued/policy	DS/HM
2) Peninsula re: clerk	DS
3) Bright HR Annual Leave	DS/HM
4) Staff schedule to be shared with Councillors	DS
5) Park Wardens – schedule of work	DS/HM
6) Employee Consultation - Peninsula	DS
7) Admin Assistant – job description	DS
8) Clerk's Appraisal	SB/ALL
9) Other Staff Appraisals	DS

**This meeting ended at 8.29pm.**

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

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Dated

Castle Bromwich Parish Council