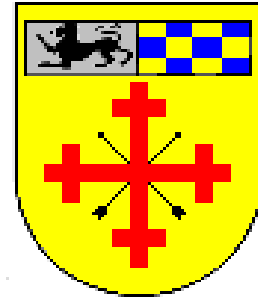


Castle Bromwich Parish Council

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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 24th March 2021** 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 The meeting may be recorded for scribing purposes.

GMBurgess

Gemma Burgess
Clerk to the Council

dated this 17th March 2021

AGENDA

- S21-001** **Chairman's Welcome**
- S21-002** **Apologies:** To note apologies for absence.
- S21-003** **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.
- S21-004** **Minutes:** To approve the minutes of the previous meeting held on Wednesday 18th November 2020.
- S21-005** **Public Question Time:** An opportunity for the public to address the Committee.
- S21-006** **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.

- S21-007 Staff Management:** To report on current matters relating to staff.
- a) Annual leave
 - b) Clerk Absence planning
 - c) Illness / Sick Pay
 - d) Staff hours
 - e) General
- S21-008 Occupation Health:** To report on current issues of Occupational Health for employees and to consider any adjustments or action necessary.
- S21-009 Changing Terms and Conditions for Employees:**
- a) Monthly pay business case
 - b) To compare a variable hours' contract to an annualised hours' contract for seasonal staff.
- S21-010 Efficiency, Performance and Safety monitoring of Staff:** to consider the available options including what equipment and support would be necessary.
- S21-011 Paid Staff Vacancy:**
- a) To approve the job description, pay scale and advert for a position within the Council Office.
 - b) To consider the timeline and process of recruitment.
 - c) To consider the staffing needs of Arden Hall and Open Spaces.
- S21-012 Staff Appraisals:** To approve the draft appraisal forms and report on progress.
- S21-013 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
- S21-014 Date and Time of next meeting to be agreed.**