

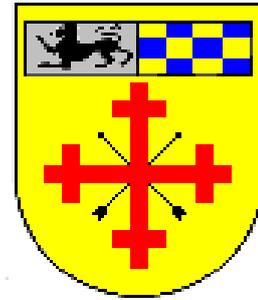
Castle Bromwich Parish Council

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Staffing Committee

Chairman: Cllr. J MacDonald

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

MINUTES OF STAFFING COMMITTEE MEETING

HELD ONLINE WEDNESDAY 24TH MARCH 2021 AT 6:38PM

Members Present: Cllr. J MacDonald (Chair), Cllr. P Allen, Cllr. S Beechey

Guests in Attendance: None

Public in Attendance: None

Officers in Attendance: Clerk: Gemma Burgess (minute-taker)

S21-001 **Chairman's Welcome:** Cllr. J MacDonald welcomed all to the meeting.

S21-002 **Apologies:** Apologies were received from Cllr. A Ahmed-Shaikh.

S21-003 **Declarations of Interest:** None.

S21-004 **Minutes:** The minutes of the previous meeting held on Wednesday 18th November 2020 were agreed as a true record.

S21-005 **Public Question Time:** None present.

S21-006 **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.

S21-007 **Staff Management:**

- a) **Annual Leave:** The Clerk's annual leave request for June was approved. The Council Chairman and other councillors will be available in the case of an emergency. Unpaid time off for a personal commitment was also authorised. The Hall Manager's annual leave request for Christmas was agreed although there is uncertainty over trading during that period. The additional statutory day's holiday for employees will be moved to Wednesday 1st June 2022 due to bank holidays being moved to 2nd and 3rd June 2022. Council meetings will move back a week to accommodate.
- b) **Clerk Absence Planning:** The Clerk will commence Jury Service on 6th April. If the Clerk is unable to attend the LSC meeting on 7th April, Cllr. S Beechey will host and record for the Clerk to minute. The Clerk will take her laptop to

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court each day to work during waiting times. It will be securely stored in a locker when court is in session.

- c) **Illness/Sick Pay:** The two members of staff on long-term sick leave were noted.
- d) **Staff Hours:** Employees are currently working only their contracted hours, which puts pressure on keeping the facilities staffed due to absence.
- e) **General:** Nothing to add.

S21-008 **Occupational Health:** An informal meeting with an employee on long-term sick leave was reported on. At this time there is no benefit to conducting further Occupational Health reports. The situation will be reviewed in the summer.

S21-009 **Changing Terms and Conditions for Employees:**

- a) The business case for changing all staff to monthly pay was discussed. Advice has been sought from the Council's HR consultants as well as a template letter. It was agreed to progress this change. 1.
- b) The Clerk reported on how a variable hours' contract or annualised hours' contract could be implemented. Most staff need contracts revising, which will be looked at as part of the appraisal process as well as an updated Staff Handbook as the current version from 2008 does not reflect best practice or employment law.

S21-010 **Efficiency, Performance and Safety Monitoring of Staff:** The Clerk reported on apps provided by HR consultants as part of the monthly subscription which would be beneficial for the Council to adopt. This would mean continuing the relationship with the current supplier. The apps would provide the opportunity to clock in at locations, submit timesheets, receive rotas, make annual leave requests, keep contact details up to date and access the employee portal with policies and risk assessments. Due to asynchronous working patterns, the current paper based systems are not suitable.

Bodycams are being considered by Council to protect the safety of public facing employees. An app for logging playground safety inspections was also considered.

Employees would need a device to access their emails and work apps. This should be provided by the Council, unless an employee chooses to use their personal device for a small benefit payment.

The Clerk was directed to investigate options and present to full Council for approval. 2.

S21-011 **Paid Staff Vacancy:**

- a) The job description for an Administrative Officer at SCP 11-14 for 25 hours a week was agreed. (pp4) A 6-month probation period for all new starters at the Council was agreed.
- b) The Clerk was directed to advertise the job online and locally, with interviews to be held end of May/beginning of June. Ideally with a start date early summer depending on COVID-19 restrictions. 3.
- c) Staffing Needs of Arden Hall and Open Spaces: With members of staff on long term sick leave in both areas and uncertainty surrounding COVID-19, staffing levels were considered. 4.
RESOLVED: To recruit a Summer Warden on a fixed term contract. To cover sickness absence at Arden Hall with a fixed term contract with uplifted hours for a current employee if any suitable when necessary. 5.

S21-012 **Staff Appraisals:** The Clerk has drafted appraisal forms for managers and will start the process soon. Simplified appraisal forms will be used for other members of staff. 6.

S21-013 **Councillors' reports and items for future agendas:** none

S21-014 **Date and Time of Next Meeting:** It was agreed that the Committee would meet every other month for the foreseeable future with the next meeting to be confirmed week commencing 10th May. There will be additional meetings needed to support the recruitment process.

Action Log:

- 1) Monthly pay
- 2) Device for accessing apps
- 3) Administrative Officer
- 4) Summer Warden
- 5) Arden Hall cover
- 6) Appraisals

This meeting ended at 8.37pm.

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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

Job Description for Administration Officer

Job Title: Administration Officer

Reporting To: Clerk to the Council

Working Hours: 25 hours per week (fixed hours to be agreed but with core hours of Mon-Friday 9am – 1pm)

Salary Grade: SCP 11-14 (£11.30-£12.00)

Brief summary: Principal responsibility for the post holder is to support the work of the Clerk to the Council with regard to all aspects of office administration and statutory duties.

Duties include document preparation, record keeping and filing, preparation and support for salary payments and book-keeping, responding to enquiries on the telephone, in writing and in person from residents and partner organisations. The post holder must be prepared to work occasional evening and weekends for which time off will be given in lieu.

Main / Regular Duties of the Administration Officer are to:

1. Provide reliable and confidential support to the Clerk to the Council.
2. Provide an office-hours presence when open to the public. (Mon- Fri 9am – 1pm)
3. Answer enquiries received by telephone, email, in writing and in-person visits.
4. Meet and greet and provide assistance to members of the public and visitors to the council office.
5. Assist the Clerk with council administration.
6. To create a new Asset Register and keep it maintained.
7. When requested by the Clerk, to co-ordinate / project-manage / research tasks and provide administrative support for such tasks / projects.
8. Use bookkeeping software to maintain records of income and expenditure.
9. Assist in checking the payroll documents.
10. Work with the Clerk to prepare authorisation schedules for payments.
11. File all paperwork appropriately and maintain a document database, both hard and soft copy.
12. Prepare agenda packs for councillors and distribute appropriately.
13. Support meetings of the Council and its committees if requested by the Clerk, taking and issuing the minutes.
14. Report highways and environmental issues to Solihull Metropolitan Borough Council or as appropriate.
15. Maintain a log of planning applications in the parish.
16. Be willing to undertake training as specified by the Council.
17. Other duties as allocated by the Clerk deemed appropriate to this role.