## 

## BRADLEY STOKE TOWN COUNCIL

**Staffing Committee**

Minutes of the Meeting of the Staffing Committee of Bradley Stoke Town Council held at the Jubilee Centre, Savages Wood Road, Bradley Stoke on Monday 26th June 2023 at 7.00pm.

PRESENT: Councillors: Natalie Field

Jenny James

Ben Randles

Jon Williams

Officers: Sharon Petela (Town Clerk)

**1 To Elect Chair of Staffing Committee for 2023/2024**

Councillor Jon Williams proposed that Councillor Natalie Field serve as Chair of the Staffing Committee for 2023/2024, seconded by Councillor Jenny James, carried unanimously.

Councillor Natalie Field thanked everyone for electing her and assumed the chair.

**2 Submissions from the Public**

None

**3 Apologies for absence**

None

**4 To Elect a Vice-chair of Staffing Committee for 2023/2024**

Councillor Jon Williams proposed that Councillor Jenny James serve as Vice-chair of the Staffing Committee for 2023/2024, seconded by Councillor Natalie Field, carried unanimously.

**5 Declarations by Members**

None

**6 Announcements by the Chair**

None

**7 To Confirm the Minutes of meeting of 27th March 2023**

The Minutes of the Meetings held on 27th March 2023 were proposed for acceptance by Councillor Ben Randles, seconded by Councillor Natalie Field with the addition of an ‘s’ to Councillor Ben Randles surname in minute 5, carried unanimously. The Chair of the meeting then signed the minutes as a correct record.

**8 To consider any matters arising from the Minutes of the Meeting on 27th March 2023 not considered elsewhere on the Agenda.**

It was noted that all four BSTC senior officers have attended project management training (run through Society of Local Council Clerks) in May 2023.

**9 To deal with matters and correspondence referring to work within scope of the Staffing Committee**

**9.1 Annual Review of following Bradley Stoke Town Council Policies & Procedures**

All documentation previously circulated. Policies detailed below have been reviewed by South Gloucestershire Council (SGC), HR Team

**9.1.1 Adoption Leave & Pay Guide** – no changes required.

**9.1.2 Managing Employee Performance Procedure** – no changes required.

* + 1. **Managing Ill Health & Sickness Absence Policy** – no changes required
    2. **Maternity Leave & Pay Guide** – no changes required.
    3. **Paternity Leave & Pay Guide** – no changes required.

**9.1.6 Shared Parental Leave & Pay Guide** – no changes required.

**9.1.7 Work Life Balance Policy** - amendments to 1.3.4 to ensure that wording matches with current legislation and also an amendment to 13 to clarify paid leave linked to court appearances.

Following discussion, Councillor Jon Williams proposed adoption of the reviewed policies in 9.1.1 – 9.1.6 (with any amendments as detailed above), seconded by Councillor Jenny James, carried unanimously.

**9.2 Review of Carers Passports to support employees who are unpaid carers**

As an employer, the Town Council is keen to support all their staff, and linked to the work that we have been doing on the Disability Confident Employer initiative, we have identified that the introduction of a Carers Passport for Staff could be beneficial to our staff.

We have worked with SGC HR Department (as they already have a similar carers passport in place) and have subsequently formulated a document for all our staff (see extract below).

*“The Carers Passport is a document that carers can use to help them identify their own needs and help others understand their situation. Working carers often find it frustrating to relay information about their situation to different people all the time. The Carers Passport can help manage information in a way that saves this being repeated to various agencies and individuals. It can be used by carers to share, identify and agree a way of working that suits both the carer and their employer, or can be used by the carer as an aid and discussion tool in 1:1s and appraisals.”*

This document will only be shared between the working carer, their line manager, the Town Clerk, our external HR provider and/or external Occupational Health provider (if appropriate). The Town Council Staffing Committee will be notified of any completed Carers Passports, however, in order to protect staff members privacy and relevant GDPR, the Staffing Committee will not be provided with any personal details.

No applications for a carers passport have so far been received from Town Council staff.

*It was proposed by Councillor Ben Randles, seconded by Councillor Jon Williams, carried unanimously, that, in line with Standing Orders 69 and 70, in view of the confidential nature (staffing matters) of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.*

**9.3 General Staffing Matters**

Discussion took place on current staffing matters.

Re-evaluation of some job roles has been requested by staff during their last appraisal/1:1 session. This will be explored further with external HR provider and advice will also be sought from them with a view to introducing a “deputising/acting-up” policy/procedure.

Discussion then took place on Time Off in Lieu (TOIL) protocols for Town Council staff.

Following discussion, Councillor Ben Randles proposed that the Town Council evaluate the debt carried for time off in lieu owed by the council to staff with options to “buy the time back”, seconded by Councillor Jon Williams, carried unanimously.

SGC HR team to be contacted regarding this matter and also sight of their TOIL policy/procedure with a view to adopting one for the Town Council. Report to come to a Full Council meeting.

10 Date and time of next meeting

Monday 30th October 2023 at 7.00pm

The Meeting closed at 7.40pm