##

## 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 30th October 2023 at 7.00pm.

PRESENT: Councillors: Natalie Field (Chair)

 Jenny James

Dayley Lawrence (subbing for Brian Mead)

Ben Randles

Officers: Sharon Petela (Town Clerk)

 Phil Francis (Activity Centres Manager/Deputy Town Clerk)

**1 Submissions from the Public**

None

**2 Apologies for absence**

Apologies were received from Councillor Brian Mead

**3 Declarations of Interests by Members under Local Government Act 1972**

None

**4 Announcements by the Chair**

 None

**5 To Confirm the Minutes of meeting of 26th June 2023**

The Minutes of the Meetings held on 26th June 2023 were proposed for acceptance by Councillor Ben Randles, seconded by Councillor Jenny James, carried unanimously. The Chair of the meeting then signed the minutes as a correct record.

**6 To consider any matters arising from the Minutes of the Meeting on 26th June 2023 not considered elsewhere on the Agenda.**

None

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

**7.1 Annual Review of Safeguarding Children, Young People and Vulnerable Adults Policy**

This policy has been completed updated (courtesy of Yate Town Council who have just updated theirs). In light of this, it is suggested that this goes to November Full Council for discussion/decision for formal approval, with a recommendation from Staffing Committee.

Following discussion, Councillor Dayley Lawrence proposed that Staffing Committee recommends adoption of the updated policy (with addition of page numbers), seconded by Councillor Ben Randles, carried unanimously.

**7.2 Possible Amendment to BST Time Off in Lieu (TOIL) Policy**

There is a need for a minor wording amendment to the existing TOIL policy to ensure that the TOIL policy is aligned with overtime policy.

Following discussion, Councillor Ben Randles proposed, seconded by Councillor Natalie Field, carried unanimously that the following words (highlighted below in grey) are added to the TOIL policy:

*In exceptional circumstances, such as community events or where the town council may play a large part, either paid overtime or TOIL hours equivalent to current overtime rate can be authorised by the line manager/Town Clerk.*

*It was proposed by Councillor Dayley Lawrence, seconded by Councillor Ben Randles, 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.*

**7.3 General Staffing Matters**

Discussion took place on current staffing matters.

Following discussion, Councillor Natalie Field proposed that the current BSTC Managing Ill Health & Sickness Absence Policy is reviewed to ensure it is fit for purpose, seconded by Councillor Jenny James, carried unanimously.

Following further discussion, Councillor Natalie Field proposed that the current Managing Employee Performance Procedure is reviewed to ensure it is fit for purpose, seconded by Councillor Ben Randles, carried unanimously.

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

None to be reviewed

**7.3.2 Update on current staff TOIL**

 Documentation circulated.

Following discussion, Councillor Dayley Lawrence proposed payment of TOIL in line with BSTC TOIL Policy, seconded by Councillor Natalie Field, carried unanimously.

**7.3.3 Review of Staff Job Descriptions**

Ongoing

**7.3.4 Annual Review of Staff Appraisals**

All staff appraisals were reviewed, and line manager recommendations were agreed by Staffing Committee members.

8 Date and time of next meeting

Mid-January 2024 at 7.00pm – date to be confirmed

The Meeting closed at 9.05pm