##

## 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 22nd January 2024 at 7.00pm.

PRESENT: Councillors: Natalie Field (Chair)

 Jenny James

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 Councillors Brian Mead and Jon Williams

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

None

**4 Announcements by the Chair**

The Chair announced that this is the first meeting of the Staffing Committee in 2024 with 2023 being a busy year for the committee with lots of ground covered. The Chair thanked staff and councillors support.

**5 To Confirm the Minutes of meeting of 30th October 2023**

The Minutes of the Meetings held on 30th October 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 30th October 2023 not considered elsewhere on the Agenda.**

 **6.1 Review of BSTC Managing Ill Health & Sickness Absence Policy**

 Current policy circulated.

Following discussion, Councillor Natalie Field proposed no changes to the policy, seconded by Councillor Jenny James, carried unanimously.

**6.2 Review of BSTC Managing Employee Performance Procedure**

 Current policy circulated.

Following discussion, Councillor Ben Randles proposed wording amendments/clarifications to points 4.1.3 + 4.3.4(b) + 4.3.4(k), seconded by Councillor Natalie Field, carried unanimously.

*It was proposed by Councillor Ben Randles, seconded by Councillor Jenny James, 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 To deal with matters and correspondence referring to work within scope of the Staffing Committee**

**7.1 Staffing Matters**

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

None to be reviewed

**7.1.2 Staff Long Service Awards**

Four members of staff are due 20 year long-service awards and another member of staff will become eligible in April.

Following discussion, Councillor Ben Randles proposed that Full Council review the long-service awards policy with a view to changing the date of presentation to Annual Town Council Meeting in May and the possible addition of some form of long-service pin (in addition to a certificate), seconded by Councillor Jenny James, carried unanimously.

**7.1.3 Update on current staff sickness levels**

 Councillors were updated on current staff sickness levels.

**7.1.4 Update on recruitment of zero-hours contract Leisure Assistant**

Current zero-hours contract Leisure Assistant vacancy has been advertised in Bradley Stoke Matters Magazine, on the Town Council website and noticeboards, sent to the South Gloucestershire Council Community Skills team, added to the Town Council Facebook page and shared to the Bradley Stoke Families Facebook page.

One expression of interest has been received so far. Closing date is Friday 16th February 2024.

8 To set date and time of next meeting

Following discussion, Councillor Natalie Field proposed that the next Staffing Committee be held on Monday 22nd April 2024 at 7.00pm, seconded by Councillor Jenny James, carried unanimously.

The Meeting closed at 7.30pm