##

## 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 February 2024 at 7.00pm.

PRESENT: Councillors: Natalie Field (Chair)

 Jenny James

Ben Randles

Jon Williams

Officers: Sharon Petela (Town Clerk)

 Phil Francis (Activity Centres Manager/Deputy Town Clerk)

Also present: Louise Constance, South Gloucestershire Council, HR Team

**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**

The Chair announced that she had written a Staffing Committee update for the Bradley Stoke Town Council Annual Report 2023/24.

**5 To Confirm the Minutes of meeting of 22nd January 2024**

The Minutes of the Meetings held on 22nd January 2024 were proposed for acceptance by Councillor Jenny James, seconded by Councillor Ben Randles, 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 22nd January 2024 not considered elsewhere on the Agenda.**

 None

*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.*

**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 Review of Senior Leisure Assistant position and other matters pertaining to the position**

Confidential documentation circulated to those present in the meeting.

Louise Constance from South Gloucestershire Council HR Team outlined options available.

Following discussion, Councillor Natalie Field proposed a recommendation to Finance committee from Staffing committee regarding staffing issues, seconded by Councillor Jenny James, carried unanimously.

Following further discussion, Councillor Jon Williams proposed that the Senior Leisure Assistant job description is reviewed and brought back to the next Staffing Committee meeting, seconded by Councillor Jenny James, carried unanimously.

8 To set date and time of next meeting

Monday 22nd April 2024 at 7.00pm at Jubilee Centre.

The Meeting closed at 8.10pm