**Minutes of a meeting of the Extra Ordinary Policy and Resources of Stirchley and Brookside Parish Council held at The Sambrook Centre on Tuesday 7th June 2022 at 7.45pm.**

Present: Cllrs T Wood, C Turley, G Sinclair, C Lloyd, S Roberts, H Unwin, Vaughan-Hodkinson, and A Watkin

S Middleton Acting Clerk present and taking notes.

Public open session- no members of the public present.

PR/22/01 ELECTION OF CHAIR.

Cllr T Wood was nominated by Cllr S Roberts and seconded by Cllr H Unwin and received 6 votes and 1 abstention so was chair for the coming year.

PR/22/02 APPOINTMENT OF A VICE CHAIR.

Cllr S Roberts was nominated by Cllr T Wood and seconded by Cllr S Vaughan-Hodkinson and received 6 votes and 1 abstention so was vice chair for the coming year.

PR/22/03 APOLOGIES AND DECLARATIONS OF INTEREST.

Cllr JG Loveridge sent apologies due to illness.

Cllr L Powers also sent apologies due to family commitments.

PR/22/04 MINUTES.

It was proposed by Cllr C Turley and seconded by Cllr S Vaughan-Hodkinson, Cllr A Watkin asked about item CE/21/63, and it was explained that the statement had been issued by SALC and should be inserted into the minutes. Cllr A Watkin wanted it recorded that he disagreed with this statement. It was then **RESOLVED** - **that the minutes of the Extra Ordinary Policy and Resource meeting held on 5th May, be approved with the above comment noted as a true record and signed by the Chair.**

PR/22/05 MATTERS ARISING.

No other matters are arising from the minutes.

PR/22/06 EXCLUSION OF THE PRESS & PUBLIC

It was proposed by Cllr H Unwin, and seconded by Cllr S Vaughan-Hodkinson and subsequently **RESOLVED that the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information in relation to any individual, as defined in paragraph 1, and/or information relating to financial or business affairs, as defined in paragraph 3, Part 1 of Schedule 12A of the Local Government Act ‘72.**

PR/22/07 HR PARTNER ADVICE**.**

At the meeting of 5th May it was agreed to get HR advice on several points. The Acting Clerk present the results of the advice received and it was decided to take the following actions:

1. Remove any days for Covid from sick day calculations.
2. Chair to speak to member of staff as part of keeping in touch.
3. Occupational health services to be offered.
4. Counselling sessions x3 to be offered to staff.

PR/22/08 ONGOING SUPPORT.

Support for staff was discussed and it was agreed to look at taking on a Locum Deputy who could take on a list of agree tasks to take the pressure of the staff team. The Acting Clerk would look into this including costs.

Cllr S Roberts also suggested that a part time Customer Service Officer be brought for 12 weeks (25 hours per week) to help with administration tasks and the front facing role.

It was RESOLVED that the Personnel Sub Committee would appoint a Temporary Customer Service Officer and look at details for a Locum Deputy, proposed by Cllr S Robert and seconded by Cllr T Wood and unanimously agreed.

The meeting closed at 8.55pm

Chair ………………………………………………………… Date ……………………………………………..