**Minutes of a meeting of Stirchley and Brookside Parish Council Personnel Sub Committee of Stirchley and Brookside Parish Council held at The Sambrook Centre on Thursday 7th July 2022 at 2pm.**

Present: Cllrs C Turley, T Wood, G Sinclair, and J Loveridge

Cllr S Roberts Ex officio was also present.

S Middleton Acting Clerk present and taking notes.

PSC/22/10APOLOGIES AND DECLARATIONS OF INTEREST.

Apologies from Cllr A Watkin due to illness, the committee accepted them.

PSC/22/11 MINUTES.

The minutes from 6th June were accepted as an accurate.

 PSC/22/12 DEPUTY CLERK’S REPORT.

No report was received.

 PSC/22/13 CORRESPONDENCE.

The committee received a letter of resignation from the Deputy Clerk giving 1 months’ notice.

 PSC/22/14 LTO.

The clerk gave an update and explained that Big Local had as agreed been given an extension of 3 months on the notice that the Parish had given them and at that point, they expected that Big Local would have found a new LTO.

 PSC/22/15 LOCUM.

It was agreed that the Parish Council needed to employ a locum to support the clerk and RFO and that the Acting Clerk would contact SALC to advertise using the job description that they had agreed.

 PSC/22/16 STAFF UPDATE.

The committee received an update from the Chair of the council about the return of the clerk to work and the conversation she had had with him.

 PSC/22/17 STAFF CONTRACTS.

The clerk said that she had received the documents from HR for the consultation on Annual Leave that had to done before new contracts can be issued. The committee agreed that this should go ahead.

 PSC/22/18 UPDATE ON HR ISSUES.

The committee agreed to take a recommendation to Policy and Resources to ask that the Customer Service Officer have a contract extension until 31st January 2023, with a review on 30th November to consider an extension to 30th April 2023 depending on the councils review of staff structure.

 PSC/22/19RFO.