

BROADCLYST PARISH COUNCIL
STAFFING COMMITTEE MEETING

This meeting was not open to Members of the Press and Public in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2) due to its confidential nature.

There was a Staffing Committee meeting of Broadclyst Parish Council on **Thursday 16th October 2025 at 18:00hrs at Exe Squared, Silverdown Park, Fair Oak Close, Exeter EX5 2UX** for the purpose of transacting the following business:

Minutes (Draft)

S25/032 OPEN MEETING, ATTENDANCE, RECORD APOLOGIES

The Chairman opened the meeting at 18:00hrs and recorded:

- i. Members Present: Chairman Cllr Whitmarsh, Committee Members Cllr Chamberlain, Pepper, Rylance
- ii. Members Apologies: Cllr Massey, Taylor
- iii. In attendance: Clerk

S25/033 Confidential Items

It was proposed by Cllr Pepper, seconded by Cllr Whitmarsh to resolve that in accordance with the provision of Schedule 12a of the Local Government Act 1972, the Public Bodies (Admissions to Meetings) Act 1960, and Broadclyst Parish Council's Standing Orders, press and public be excluded from the meeting due to the confidential and contractual nature of business to be conducted. Unanimous. **RESOLVED**

S25/034 DISCLOSABLE PECUNIARY INTEREST

There were no Interests declared.

S25/035 MINUTES

The Committee received draft Minutes from the previous committee meeting on 15.09.2025.

Proposed: it was proposed by Cllr Pepper to accept the draft Minutes as a correct record of the meeting. This was seconded by Cllr Rylance and agreed unanimously. **RESOLVED.**

S25/036 MENOPAUSE AND WELLBEING

- i. The committee received a report relating to staff wellbeing and considered and resolve recommendations contained within,. It was agreed that the council
 - a. Appoint a Menopause Champion
 - b. Enable and facilitate menopause training for the employing body
 - c. Recognise that menopause is not a disability in itself, but symptoms can be debilitating. Where this is the case, reasonable adjustments will be considered.
 - d. Consider health benefits and wellbeing support for staff, research to be carried out and benchmarked against other councils.

Proposed: it was proposed by Cllr Pepper, seconded by Cllr Rylance and unanimously agreed. **RESOLVED.**

S25/037 OFFICE APPRENTICE

The committee received a report around a business apprenticeship. Pros and cons were considered, including the apprenticeship management time required.

Proposal: It was proposed by Cllr Rylance to advertise for a P/T office worker 16-20hrs/week, SCP 7-9. Seconded by Cllr Chamberlian, unanimously agreed. **RESOLVED.**

S25/038 STAFFING BUDGET

The committee considered the draft staffing budget for 2026/27, informed by a confidential report following annual appraisals.

The post identified in S25/037 was added to the draft budget calculations.

PROPOSAL: it was proposed by Cllr Pepper that the staffing committee set a staffing budget for 2026/27 of £293,874. This was seconded by Cllr Chamberlain and unanimously agreed. **RESOLVED.**

S25/031 CLOSE OF MEETING

The meeting closed at 19:24hrs

Signed:

Print:

Date

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST