

ANSTON PARISH COUNCIL

NOTICE OF AN EXTRAORDINARY MEETING OF THE COUNCIL

You are hereby summoned to attend a meeting of Anston Parish Council to be held at the **Bowling Hut, Ryton Road, North Anston, Sheffield, S25 4DL** on **Monday 13th February 2023** commencing at **7pm** for the purpose of transacting the following business.

Mrs Y Colverson
Locum Clerk to Anston Parish Council

Due to the confidential nature of the content of this agenda, the meeting will be held with no press or public invited.

AGENDA

1. Apologies

To receive, and approve if appropriate, apologies for absence and reasons given.

2. Declaration of interests & Dispensations

(a) To receive disclosures by members of any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and any other relevant interests under the Members' Code of Conduct

(b) To receive and decide upon request for dispensations to councillors to take part in discussions and votes where they have declared disclosable pecuniary interests

8. Items for consideration and resolution

a) Complaints report – to consider the following recommendations from the complaints report received at the Parish Council meeting held on 25th January 2023

- i. That the Chair does not act alone unless it has been resolved to do so.
- ii. That overzealous applications of confidentiality and data protection is not applied, and that clarification is sought in this area. *(See attached notes on confidentiality and 'need to know')*
- iii. That APC, within its Standing Orders, creates a Complaints Committee, members of which should not be the Chair of either full council or the staffing committee. *(Previously resolved at January 2023 meeting)*
- iv. That the Chair of APC should not be a member of the staffing committee as this does not leave an appropriate, fully independent member of council to hear appeals in employment issues that are the remit of the staffing committee.
- v. That clarity be sought in the advice given by YLCA in the conducting of preliminary fact-finding investigations as there seems to be some variance in the advice given by ACAS in its guidelines. This is in reference to concurrency of disciplinary processes. *(APC Disciplinary procedure attached)*

- b) Committee structure - to consider the current structure of Council's committees.

Clerk's recommendations:

Remain as now in place:

- i. Finance Committee
- ii. Staffing Committee
- iii. Allotments Committee

New committees:

- i. Outside Spaces Committee – To include the Council's maintenance team so giving a better understanding of the issues and work carried out.
- ii. Property Committee – to oversee and monitor agreed maintenance and developments of the Council's property.

If these committees are acceptable, create terms of reference including membership. New committee structure to be put in place at the Annual meeting in May 2023 when committee membership is reaffirmed.

- c) Ground & cleaning pay review – to consider an increase in salary for the ground staff & cleaning staff and possible backpay. (*Report to follow*).
- d) Interview Panel – To select members for an interview panel for Clerk vacancy.

CIRCULATION

Councillors D Graham (Chairman of the Council), M Wilkinson (Vice-Chairman of the Council), T Baum-Dixon, B Bentley, P Bowers, S Concannon, J Ireland, C Jepson, M Manship, P Matthews, K Pearson and D Tarmey.

Yvonne Colverson FSLCC

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7th February 2023