

ANSTON PARISH COUNCIL

NOTICE OF A MEETING OF THE STAFFING COMMITTEE

You are hereby summoned to attend a meeting of the Staffing Committee to be held at the **Parish Hall, 15a Ryton Road, North Anston, Sheffield, S25 4DL** on **Tuesday 12th July 2022** commencing at **7pm** for the purpose of transacting the following business.

Mr C Pilkington
Clerk to Anston Parish Council

AGENDA

- 1. APOLOGIES**
To receive apologies for absence and to approve reasons for absence
- 2. DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**
(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 requests for dispensations to councilors to take part in discussions and votes where they have declared disclosable pecuniary interests
- 3. EXCLUSION OF PRESS AND PUBLIC**
Further to the Public Bodies (Admission to Meetings) Act 1960 to consider the exclusion of the press and public from certain agenda items due to the confidential nature of the items to be discussed
- 4. MINUTES OF THE PREVIOUS MEETING**
To receive and confirm the minutes of the meeting of the Staffing Committee held on Tuesday 14th June 2022
- 5. REPORT FROM WORKING GROUP**
To consider proposals regarding job descriptions and the staffing structure from the Staffing Committee Working Group
- 6. STAFF ABSENCES**
To receive an update regarding any staff absences and to consider any action required
- 7. STAFF TRAINING**
To receive an update regarding any staff training carried out and to consider any action required

- 8. STAFF APPRAISALS**
To receive an update regarding staff appraisals and to consider any action required
- 9. REVIEW OF EMPLOYMENT POLICIES & PROCEDURES**
To receive an update regarding the review of the employment policies and procedures of the Council and to consider any action required
- 10. REVIEW OF HEALTH & SAFETY POLICIES & PROCEDURES**
To receive an update regarding the review of the health and safety policies and procedures of the Council and to consider any action required
- 11. WELFARE FACILITIES FOR GROUNDS STAFF**
To review the provision and location of welfare facilities for the grounds staff
- 12. DISCLOSURE AND BARRING SERVICE CHECKS**
To further consider requiring that employees have up to date DBS clearances and any action required
- 13. CONSIDERATION OF COMPLAINT**
To receive an update regarding a complaint received from a member of the public regarding an employee of the Council and to consider any action required
- 14. ITEMS FOR THE AGENDA OF THE NEXT MEETING**
To agree on items to be included on the agenda of the next meeting of the Committee
- 15. DATE AND VENUE OF NEXT MEETING**
To agree that the next meeting of the Staffing Committee will take place at 7pm at the Parish Hall, 15a Ryton Road, North Anston on Tuesday 13th September 2022

CIRCULATION

Councillors M Wilkinson (Chairman of the Committee), B Bentley, P Bowers, S Concannon, D Graham, C Jepson, P Matthews, K Pearson and D Tarmey.

Chris Pilkington PSLCC



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7th July 2022