

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 13th December 2022** commencing at **7pm** for the purpose of transacting the following business.

Mrs Y Colverson
Locum 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 27th September 2022
- 5. TERMS OF REFERENCE**
To re-establish Terms of Reference (circulated)
- 6. GRIEVANCES**
To receive updates on the following grievances
 - a. Grievance 1 – To consider any outstanding issues identified in letter of response
 - b. Grievance 2 – To consider any outstanding issues identified in letter of response
 - c. Grievance 3 - To receive an update from Y Colverson regarding support offered

- 7. STAFF ABSENCE**
To receive a report on staff absence since Tuesday 27th October 2022
- 8. EXTERNAL REVIEW**
To receive external review and consider recommendations (to follow)
- 9. RECRUITMENT OF CLERK**
To consider recruitment process to fill the current vacancy of Parish Council Clerk – taking into consideration recommendations from external review, as above
 - a. Agree job description include pay scales
 - b. Agree person specification
 - c. Agree advertising methods
 - d. Agree closing date
- 10. TEMPORARY ADMINISTRATOR**
To consider an extension to temporary contract
- 11. 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
- 12. DATE AND VENUE OF NEXT MEETING**
To agree that the next meeting of the Staffing Committee
- 13. 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.

Yvonne Colverson

Yvonne Colverson

Locum Clerk to Anston Parish Council
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