

ANSTON PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ONLINE ON TUESDAY 8th SEPTEMBER 2020

Present: Councillors Ben Bentley, Phil Bowers, Clive Jepson, Bev Thornley, Stuart Thornton and Marie Wilkinson

In Attendance: Chris Pilkington (Clerk to the Council) and Cllr Diane Graham.

1.20 APOLOGIES

Apologies and a reason for absence were received from Councillor Philip Matthews.

RESOLVED: That this be noted and the reason for absence of Councillor Matthews be approved.

2.20 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

None.

(b) TO RECEIVE AND DECIDE UPON REQUESTS FOR DISPENSATIONS TO COUNCILLORS TO TAKE PART IN DISCUSSIONS AND VOTES WHERE THEY HAVE DECLARED DISCLOSABLE PECUNIARY INTERESTS

None.

3.20 IDENTIFICATION OF ITEMS FOR THE EXCLUSION OF PRESS AND PUBLIC

There were no members of the public present.

4.20 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on Tuesday 10th September 2019 be confirmed as an accurate record and signed by the Chairman of the meeting.

5.20 WORKING ARRANGEMENTS DURING THE COVID-19 EPIDEMIC

The Clerk explained the working arrangements of the Council during the Covid-19 epidemic.

RESOLVED: That the working arrangements be noted.

6.20 NATIONAL SALARY AWARD 2020/2021

The Clerk reported on the recently agreed salary award for local government staff employed on NJC terms and conditions.

RESOLVED: That the salary award be noted.

7.20 GRIEVANCE & DISCIPLINARY POLICIES

RESOLVED: That the adoption by the Council of new grievance and disciplinary policies at its meeting of 20th January 2020 be noted.

8.20 STAFF ABSENCES

The Clerk updated the Committee on staff absence levels.

RESOLVED: That this be noted and the Clerk take any management actions he considered necessary.

9.20 STAFF TRAINING

The Clerk updated the Committee on training undertaken by members of staff in recent months.

RESOLVED: That this be noted.

10.20 STAFF APPRAISALS

It was noted that Cllr Wilkinson had produced some revised appraisals forms for consideration by the Council.

RESOLVED: That this be noted and the appraisal forms circulated to Committee members for consideration.

11.20 RECRUITMENT OF ADMIN OFFICER

The timescale for recruitment of an admin officer was discussed.

RESOLVED: That a draft job description for an admin officer be considered at the next meeting of the Committee.

12.20 ITEMS FOR THE AGENDA OF THE NEXT MEETING

None.

13.20 DATE AND VENUE OF NEXT MEETING

RESOLVED: That the next meeting of the Committee take place virtually via Zoom on Tuesday 10th November 2020 at 7pm.

Chris Pilkington

Clerk to Anston Parish Council

5th November 2020