

ANSTON PARISH COUNCIL

NOTICE OF A MEETING OF THE STAFFING COMMITTEE

You are hereby summoned to attend a meeting of the Staffing Committee of Anston Parish Council to be held at the **Parish Hall, 15a Ryton Road, North Anston, Sheffield, S25 4DL** On **Tuesday 10th September 2019** 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 9th July 2019
- 5. REVIEW OF STAFFING STRUCTURE**
To consider quotes to carry out a review of the staffing structure, staff contracts, job descriptions and salaries and to consider any action required
- 6. MANAGEMENT PLAN**
To review the management plan for Parish Council and Charity owned land and facilities and to consider any action required (see attached paper)
- 7. STAFF ABSENCES**
To receive an update regarding staff absences and to consider any action required.

8. STAFF APPRAISALS

To receive an update regarding staff appraisals, consider revision of the appraisal form and to consider any action required

9. 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

10. DATE AND VENUE OF NEXT MEETING

To agree the date and venue of the next meeting of the Staffing Committee

CIRCULATION

Councillors S Thornton (Chairman of the Staffing Committee), B Bentley, P Bowers, Jonathan Ireland, C Jepson, P Matthews, D Tarmey, B Thornley and M Wilkinson.

Chris Pilkington PSLCC



Clerk to Anston Parish Council

The Parish Hall, 15a Ryton Road, North Anston, Sheffield, S25 4DL

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5th September 2019