

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 remotely on **Tuesday 9th March 2021** commencing at **7pm** for the purpose of transacting the following business.

Due to the current coronavirus epidemic and further to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 the meeting will be held remotely via Zoom (<https://zoom.us/j/94879940709>).

Mr C Pilkington
Clerk to Anston Parish Council

AGENDA

- 1. CHAIRMAN OF THE STAFFING COMMITTEE**
To elect of a Chairman of the Staffing Committee for the meeting
- 2. APOLOGIES**
To receive apologies for absence and to approve reasons for absence
- 3. 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
- 4. 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
- 5. MINUTES OF THE PREVIOUS MEETING**
To receive and confirm the minutes of the meeting of the Staffing Committee held on Tuesday 12th January 2021
- 6. EMPLOYMENT MATTER**
To receive an update regarding an employment matter and to consider any action required

7. **WORKING ARRANGEMENTS DURING THE COVID-19 EPIDEMIC**
To note current working arrangements during the Covid-19 epidemic and to consider any action required
8. **STAFF ABSENCES**
To receive an update regarding any staff absences and to consider any action required
9. **STAFF TRAINING**
To receive an update regarding any staff training carried out and to consider any action required
10. **STAFF APPRAISALS**
To receive an update regarding staff appraisals and to consider any action required
11. **JOB DESCRIPTION AND PERSON SPECIFICATION FOR AN ADMIN OFFICER**
To consider a draft job description and person specification for an admin officer and any action required
12. **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
13. **DATE AND VENUE OF NEXT MEETING**
To agree that the next meeting of the Committee will take place remotely via Zoom on Tuesday 11th May 2021 at 7pm.

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
Tel: 01909 560922. E-mail: clerk@anston.gov.uk
4th March 2021