

## **ANSTON PARISH COUNCIL**

### **MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE PARISH HALL, 15A RYTON ROAD, NORTH ANSTON ON TUESDAY 11<sup>th</sup> JANUARY 2022**

**Present:** Councillors Colin Tawn (Chairman), Ben Bentley, Diane Graham, Clive Jepson, Matt Mears, Drew Tarmey and Marie Wilkinson.

**In Attendance:** Chris Pilkington (Clerk)

#### **1.22 APOLOGIES**

Apologies for absence and reasons for absence were presented from Cllrs Philip Bowers and Philip Matthews.

**RESOLVED:** That the reasons for absence of Cllrs Bowers and Matthews be accepted.

#### **2.22 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**

There were no interests declared.

**(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**

There were no requests for dispensations.

#### **3.22 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That further to the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the discussion of agenda items 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14 by virtue of the confidential nature of the business to be transacted.

#### **4.22 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on Tuesday 16<sup>th</sup> November 2021 be confirmed as an accurate record and signed by the Chairman of the meeting.

#### **5.22 WORKING ARRANGEMENTS DURING THE COVID-19 EPIDEMIC**

The Clerk provided members with an update regarding current working arrangements. Staff absences caused by Covid-19 were noted.

**RESOLVED:** That the update be noted.

**6.22 STAFF ABSENCES**

The Clerk updated members on any staff absences since the last meeting of the Committee.

**RESOLVED:** That the update be noted.

**7.22 STAFF TRAINING**

The Clerk reported that there had been no staff training since the last meeting of the Committee.

**RESOLVED:** That the update be noted.

**8.22 STAFF APPRAISALS**

The Clerk updated members on staff appraisals.

**RESOLVED:** That further consideration of the matter be deferred to the next meeting of the Committee.

**9.22 REVIEW OF EMPLOYMENT POLICIES & PROCEDURES**

The Clerk reported that he was still obtaining quotes for a review of staffing structures as well as of the employment policies and reviews.

**RESOLVED:** That this be noted and an update provided to the next meeting of the Committee.

**10.22 RECRUITMENT PROCESS FOR ADMIN OFFICER**

The Clerk sought clarification as to whether the admin officer should be offered access to the local government pension scheme.

**RESOLVED:** That the admin officer be allowed access to the local government pension scheme and the post advertised.

**11.22 WORKPLACE PENSIONS RE-ENROLMENT**

The Clerk updated members on the Council's responsibilities in respect of workplace pensions and re-enrolment. The next re-declaration deadline closed on 31<sup>st</sup> August 2022.

**RESOLVED:** That the Clerk and Responsible Financial Officer take the necessary steps to ensure that the Council meets its responsibilities in respect of workplace pensions re-enrolment ahead of the deadline.

**12.22 INCREASE IN REAL LIVING WAGE**

The Clerk reported that the real living wage recommended by the Living Wage Foundation was now £9.90 an hour.

**RESOLVED:** That the hourly rate paid to those members of staff paid the real living wage raise to £9.90 an hour as of 1<sup>st</sup> April 2022.

**13.22 NOTIFICATION OF INDUSTRIAL ACTION BALLOT**

The Clerk reported a notification from UNISON that they were undertaking a ballot for industrial action in relation to the 2021/2022 Local Government Pay Award.

**RESOLVED:** That the correspondence be noted.

**14.22 WORK EXPERIENCE REQUEST**

The Clerk presented a request for a young person to undertake work experience at the Council.

**RESOLVED:** That the request be agreed to in principle and an update provided to the next meeting of the Committee.

**15.22 ITEMS FOR THE AGENDA OF THE NEXT MEETING**

The provision of a tractor for the grounds staff and the payroll process were suggested as items for the agenda of the next meeting. The Clerk advised that they were items which the Finance & General Purposes Committee to consider.

**RESOLVED:** That this be noted.

**16.22 DATE AND VENUE OF NEXT MEETING**

**RESOLVED:** That the next meeting of the Staffing Committee take place on Tuesday 8<sup>th</sup> March 2022 at 7pm at the Parish Hall, 15a Ryton Road, North Anston

Chris Pilkington PSLCC

Clerk to Anston Parish Council

29<sup>th</sup> March 2022