

## 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> JUNE 2019

**Present:** Councillors Stuart Thornton (Chairman of the Staffing Committee), Philip Bowers, Clive Jepson, Philip Matthews and Bev Thornley.

**In Attendance:** Chris Pilkington (Clerk to the Council) and Cllrs Diane Graham, Colin Tawn and Paul Vernon.

#### **24.19 ELECTION OF CHAIRMAN**

**RESOLVED:** That Cllr Thornton be elected as Chairman of the Staffing Committee until the first meeting of the Committee after the next Annual Meeting of the Council.

#### **25.19 APOLOGIES**

Apologies and reasons for absence were received from Councillors Ben Bentley, Drew Tarmey and Marie Wilkinson.

**RESOLVED:** That this be noted and the reasons of absence of Councillors Bentley, Tarmey and Wilkinson be approved.

#### **26.19 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.

#### **27.19 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 7, 8, 9 and 10 by virtue of the confidential nature of the business to be transacted.

**28.19 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on Tuesday 26<sup>th</sup> February 2019 be confirmed as an accurate record and signed by the Chairman of the Committee.

**29.19 BRIGHT HR PACKAGE**

The Clerk reported that further to the Staffing Committee meeting of 29<sup>th</sup> January 2019 he had now purchased the Bright HR software package. He had been able to negotiate a discount for the package and it was now in use by the Council for logging staff leave, absences and for storing contractual and other documentation.

**RESOLVED:** That this be noted.

**30.19 PENINSULA HR AND ELAS GROUP HUMAN RESOURCES AND HEALTH & SAFETY SUPPORT PACKAGES**

The Clerk spoke to the briefing paper he had written. He explained that following the Council giving notice of termination of its agreements with Peninsula HR the company had come back to offer the Council a reduced service at a lower cost. In addition, another company, ELAS Group, had approached the Council, to quote for offering a similar service. He did not believe that either proposal represented value for money for the Council and was not recommending that either of them be accepted.

**RESOLVED:** That this be noted and neither offer accepted.

**31.19 REVIEW OF STAFF CONTRACTS OF EMPLOYMENT AND JOB DESCRIPTIONS**

The Clerk stated that it would be sensible for the Council to engage some external HR support to carry out a review of staff contracts, job descriptions, salaries and the staffing structure.

**RESOLVED:** That this be noted and the Clerk bring proposals for such a review to the next meeting of the Committee.

**32.19 DEVELOPMENT OF MANAGEMENT PLAN**

The Clerk reported that the development of the management plan was underway.

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

**33.19 ADMINISTRATIVE SUPPORT**

The Clerk reported that he had not yet developed a proposal for additional admin support in the office and suggested that the

development of a proposal could be included as part of the review of staff contracts and roles agreed earlier.

**RESOLVED:** That this be noted and the provision of additional administrative support be included in the wider staffing review.

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

**RESOLVED:** That an update on staff appraisals be included on the agenda of the next meeting of the Committee.

**35.19 DATE AND VENUE OF NEXT MEETING**

**RESOLVED:** That the Staffing Committee next meet on Tuesday 9<sup>th</sup> July 2019 at 7pm at the Parish Hall, 15a Ryton Road, North Anston.

Chris Pilkington

Clerk to Anston Parish Council

4<sup>th</sup> July 2019