

ANSTON PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ONLINE ON TUESDAY 12th JANUARY 2021

Present: Councillors Ben Bentley, Phil Bowers, Clive Jepson, Philip Matthews, Bev Thornley, Paul Vernon and Marie Wilkinson.

In Attendance: Chris Pilkington (Clerk), Cllr Diane Graham and Cllr John Ireland.

In the absence of the Chairman of the Committee, Cllr Stuart Thornton, Cllr Vernon chaired the meeting.

1.21 APOLOGIES

None.

2.21 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.

3.21 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, 7, 8, 9 and 10 by virtue of the confidential nature of the business to be transacted.

4.21 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on Tuesday 10th November 2020 be confirmed as an accurate record and signed by the Chairman of the meeting.

5.21 EMPLOYMENT MATTER

An employment matter was discussed and a course of action agreed.

6.21 CHAIRMAN OF STAFFING COMMITTEE

RESOLVED: That at subsequent meetings of the Staffing Committee until the first meeting of the Committee after the Annual Meeting of the Council in May 2021 a Chairman of the Committee be appointed for each meeting of the Committee.

7.21 WORKING ARRANGEMENTS DURING THE COVID-19 EPIDEMIC

The Clerk provided members with an update regarding current working arrangements.

RESOLVED: That the update be noted and the Clerk be allowed a £3 a week allowance for utility and other costs relating to working from home.

8.21 STAFF ABSENCES

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

RESOLVED: That the update be noted.

9.21 STAFF TRAINING

The Clerk updated members on any staff training carried out since the last meeting of the Committee.

RESOLVED: That the update be noted.

10.21 STAFF APPRAISALS

(a) ADOPTION OF NEW APPRAISAL DOCUMENTS

The Clerk presented draft appraisal documents for the Council prepared by Cllr Wilkinson.

RESOLVED: That the documents be adopted by the Council subject to any minor changes agreed by the Clerk acting in liaison with Cllr Wilkinson.

(b) UPDATE ON STAFF APPRAISALS

RESOLVED: That with the adoption of the new appraisal documents dates for staff appraisals be set.

11.21 ITEMS FOR THE AGENDA OF THE NEXT MEETING

RESOLVED: That consideration of a draft job description and person specification for an admin officer be placed on the agenda of the next meeting of the Committee.

12.21 DATE AND VENUE OF NEXT MEETING

RESOLVED: That the next meeting of the Staffing Committee take place virtually via Zoom on Tuesday 9th March 2021 at 7:00 p.m.

Chris Pilkington

Clerk to Anston Parish Council

4th March 2021