

## **ANSTON PARISH COUNCIL**

### **MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE PARISH HALL, 15A RYTON ROAD, NORTH ANSTON ON TUESDAY 13<sup>th</sup> JULY 2021**

**Present:** Councillors Ben Bentley, Phil Bowers, Diane Graham, Clive Jepson, Drew Tarmey, Colin Tawn and Marie Wilkinson.

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

#### **26.21 ELECTION OF CHAIRMAN**

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

#### **27.21 APOLOGIES**

None.

#### **28.21 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.

#### **29.21 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 6, 7, 8, 9, 10 and 11 by virtue of the confidential nature of the business to be transacted.

#### **30.21 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on Tuesday 9<sup>th</sup> March 2021 be confirmed as an accurate record and signed by the Chairman of the meeting.

**31.21 WORKING ARRANGEMENTS DURING THE COVID-19 EPIDEMIC**

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

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

**32.21 STAFF ABSENCES**

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

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

**33.21 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.

**34.21 STAFF APPRAISALS**

The Clerk updated members on staff appraisals. After discussion it was agreed to approach Rotherham Council for advice regarding appraisal documents and processes.

**RESOLVED:** That the update be noted and Rotherham Council approached for advice regarding appraisal documents and processes.

**35.21 REVIEW OF EMPLOYMENT POLICIES & PROCEDURES**

The Clerk reminded members that at the Annual Meeting of the Council the review of the Council's employment policies and procedures had been delegated to the Staffing Committee. After discussion it was agreed to seek quotes for a review of the Council's employment policies and also in respect of health and safety procedures.

**RESOLVED:** That quotes for the review work be obtained and an update provided to the next meeting of the Committee.

**36.21 RECRUITMENT PROCESS FOR ADMIN OFFICER**

The Clerk presented a timetable for the recruitment process for the admin officer.

**RESOLVED:** That the timetable be approved and the post advertised via Rotherham Council, Voluntary Action Rotherham and through the Yorkshire Local Councils Associations.

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

None.

**38.21 DATE AND VENUE OF NEXT MEETING**

**RESOLVED:** That the next meeting of the Staffing Committee take place on Tuesday 14<sup>th</sup> September 2021 at 7pm at the Parish Hall, 15a Ryton Road, North Anston

Chris Pilkington PSLCC

Clerk to Anston Parish Council

9<sup>th</sup> September 2021