

ANSTON PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE PARISH HALL, 15A RYTON ROAD, NORTH ANSTON ON TUESDAY 14th JUNE 2022

Present: Councillors Ben Bentley, Phil Bowers, Shaun Concannon, Phil Matthews, Kevin Pearson, Drew Tarmey and Marie Wilkinson.

In Attendance: Chris Pilkington (Clerk)

33.22 ELECTION OF CHAIRMAN

RESOLVED: That Cllr Wilkinson be the Chairman of the Committee for the 2022/2023 Council year.

34.22 APOLOGIES

Apologies for absence and reasons for absence were presented from Cllrs Diane Graham and Clive Jepson.

RESOLVED: That the reasons for absence of Cllrs Graham and Jepson be accepted.

35.22 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.

36.22 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 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15 by virtue of the confidential nature of the business to be transacted.

37.22 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on Tuesday 29th March 2022 be confirmed as an accurate record and signed by the Chairman of the meeting.

38.22 MEETING WITH THE GMB UNION

The Chairman of the Committee and the Clerk reported back on a meeting with representatives of the GMB union held on 26th May 2022 regarding issues raised by their members.

RESOLVED: That the report of the meeting be noted and the GMB not be sent the job descriptions of the staff in question.

39.22 STAFF ABSENCES

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

RESOLVED: That the update be noted.

40.22 STAFF TRAINING

The Clerk reported that he had attended a Society of Local Council Clerks training conference since the last meeting of the Committee.

RESOLVED: That this be noted.

41.22 STAFF APPRAISALS

The Clerk presented several model appraisal forms produced by the Society of Local Council Clerks.

RESOLVED: That the Council adopt one of forms as that to be used for the appraisals of the Clerk and Responsible Financial Officer and adopt the other one to be used for the appraisals of the other members of staff.

42.22 REVIEW OF EMPLOYMENT POLICIES & PROCEDURES

The Clerk reported that he had contacted Rotherham Council to ask whether they could assist the Parish Council in the review of its employment policies and procedures and if so at what cost. A response was awaited.

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

43.22 REVIEW OF HEALTH & SAFETY POLICIES AND PROCEDURES

The Clerk reported that he had contacted Rotherham Council to ask whether they could assist the Parish Council in its review of its employment policies and procedures and if so at what cost. A response was awaited.

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

44.22 DISCLOSURE AND BARRING SERVICE CHECKS

The Clerk presented the case for members of staff having to have valid DBS checks.

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

45.22 WORK EXPERIENCE REQUEST

The Clerk reported that the work experience placement had been a success. An incident of alleged harassment of staff whilst the placement had been present had been logged.

RESOLVED: That this be noted and members bring suggestions for similar placements to future meetings of the Committee.

46.22 REPORT FROM STAFFING WORKING GROUP

Members noted an update report from the Staffing Working Group.

RESOLVED: That the update be noted and a further report be given to the next meeting of the Committee.

47.22 CONSIDERATION OF COMPLAINT

Members considered a complaint made against a member of staff and a course of action was adopted.

RESOLVED: That the course of action be followed and an update provided to the next meeting of the Committee.

48.22 ITEMS FOR THE AGENDA OF THE NEXT MEETING

None.

49.22 DATE AND VENUE OF NEXT MEETING

RESOLVED: That the next meeting of the Staffing Committee take place on Tuesday 12th July 2022 at 7pm at the Parish Hall, 15a Ryton Road, North Anston

Chris Pilkington PSLCC

Clerk to Anston Parish Council

12th July 2022