

ANSTON PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE PARISH HALL, 15a RYTON ROAD, NORTH ANSTON ON TUESDAY 29th JANUARY 2019

Present: Councillors Stuart Thornton (Chairman of the Staffing Committee), Ben Bentley, Philip Bowers, Diane Graham, Clive Jepson, Colin Tawn, and Paul Vernon.

In Attendance: Chris Pilkington (Clerk to the Council).

1.19 APOLOGIES

Apologies and reasons for absence were received from Councillors Philip Matthews, Glyn Prendergast, Stephen Smith, Drew Tarmey and Bev Thornley.

RESOLVED: That this be noted and the reasons of absence of Councillors Matthews, Prendergast, Smith, Tarmey and Thornley be approved.

2.19 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.

3.19 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 5, 6, 7, 8 and 9 by virtue of the confidential nature of the business to be transacted.

4.19 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on Tuesday 18th December 2018 be confirmed as an accurate record and signed by the Chairman of the Committee.

5.19 EMPLOYMENT MATTER

The Clerk gave an update regarding the employee currently on leave and reported that the employee would shortly be back at work

RESOLVED: That this be noted.

Cllr Bowers joined the meeting at 7.09pm.

6.19 CARETAKER/PRINCIPAL KEYHOLDER POSITION

The Clerk spoke to the draft job description for the position and indicated that several existing members of staff had indicated an interest in the position.

RESOLVED: That the job description as presented be agreed, that Mrs Needham and Mr Thompson be offered the position on a job share position on their current hourly rates and that if one or more of the employees accepted the position then an external contractor no longer be used to open and lock the Parish Hall.

7.19 REVIEW OF STAFF CONTRACTS OF EMPLOYMENT AND JOB DESCRIPTIONS

The Clerk reported that a recent visit by Peninsula HR had not identified any serious concerns with the contracts of employment of staff. He had not yet had time to review the job descriptions of staff.

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

8.19 COST OF LIVING AND STAFF INCREMENT INCREASES FOR 2019/2020

The Clerk reported on the cost of living and staff increment increases due on 1st April 2019.

RESOLVED: That the cost of living increase be noted and the staff increment due to one employee be approved.

9.19 VISIT FROM PENINSULA HR – 23rd JANUARY 2019

The Clerk reported on the recent visit of Peninsula HR. As noted earlier they had reviewed staff contracts of employment and not found anything of concern. They had also reviewed the staff handbook.

RESOLVED: That this be noted and a copy of the staff handbook circulated to members of the Council.

10.19 BRIGHT HR SOFTWARE PACKAGE

The Clerk spoke to the information circulated about the Bright HR Software package and how this could more efficiently manage staff records, training, leave requests and other matters.

RESOLVED: That the Clerk be given the delegated power to investigate similar software packages and take a decision as to whether or not to purchase the Bright HR software package.

11.19 ITEMS FOR AGENDA OF THE NEXT MEETING

RESOLVED: That the development of a management plan be placed on the agenda of the next meeting of the Staffing Committee.

12.19 DATE AND VENUE OF NEXT MEETING

RESOLVED: That the Staffing Committee next meet on Tuesday 26th February at 7pm at the Parish Hall, 15a Ryton Road, North Anston.

Chris Pilkington

Clerk to Anston Parish Council

21st February 2019