

ANSTON PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE PARISH HALL, 15A RYTON ROAD, NORTH ANSTON ON TUESDAY 29th MARCH 2022

Present: Councillors Ben Bentley, Phil Bowers, Diane Graham, Clive Jepson, Phil Matthews and Marie Wilkinson.

In Attendance: Chris Pilkington (Clerk)

17.22 ELECTION OF CHAIRMAN

The Clerk reported that with the resignation of Cllr Tawn from the Council the Committee needed to elect a new Chairman. Cllr Graham took the chair for the agenda item.

RESOLVED: That Cllr Wilkinson be the Chairman of the Committee.

18.22 APOLOGIES

Apologies for absence and reasons for absence were presented from Cllrs Matt Mears and Drew Tarmey.

RESOLVED: That the reasons for absence of Cllrs Mears and Tarmey be accepted.

19.22 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.

20.22 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 and 14 by virtue of the confidential nature of the business to be transacted.

21.22 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on Tuesday 11th January 2022 be confirmed as an accurate record and signed by the Chairman of the meeting.

22.22 WORKING ARRANGEMENTS DURING THE COVID-19 EPIDEMIC

The Clerk provided members with an update regarding current working arrangements. The grounds staff would be kept based at the Hillcrest for the time being.

RESOLVED: That the update be noted and the agenda item dropped from future meetings of the Committee for the time being.

23.22 RECRUITMENT PROCESS FOR AN ADMIN OFFICER

The Chairman of the Committee suggested that a working group be created to look at the staffing structure.

RESOLVED: That a working group composed of councillors Bentley, Matthews and Wilkinson be formed to bring proposals relating to the job descriptions of staff and the staffing structure to the next meeting of the Committee. Moreover that the recruitment process for the admin officer be paused until the proposals were presented.

24.22 STAFF ABSENCES

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

RESOLVED: That the update be noted.

25.22 STAFF TRAINING

The Clerk reported that one member of staff had completed cyber awareness training since the last meeting of the Committee.

RESOLVED: That this be noted and the training materials from the course circulated to councillors.

26.22 STAFF APPRAISALS

The Clerk updated members on staff appraisals.

RESOLVED: That the next round of staff appraisals be done in April and the working group consider the results of the last ones.

27.22 SALARY AND PENSIONS MATTERS

(a) LOCAL GOVERNMENT PAY AWARD FOR 2021/2022

The Clerk reported that the local government pay award for 2021/2022 had been agreed at 1.75% backdated to 1st April 2021 and

recommended that it, and related increment raises from 1st April 2022, be applied.

RESOLVED: That the pay award and related increment raises be applied.

(b) WORKPLACE PENSIONS RE-ENROLMENT

The Clerk reported that the staff member to which this related had been written to.

RESOLVED: That this be noted.

(c) REQUEST FOR A SALARY REVIEW

The Clerk reported a request for a salary review.

RESOLVED: That the salary review form part of the staffing structure proposals being prepared by the working group and the request be acknowledged.

28.22 REVIEW OF EMPLOYMENT POLICIES & PROCEDURES

The Clerk updated members regarding the review of employment policies and procedures and a discussion took place.

RESOLVED: That RMBC be contacted to establish whether they could review the employment policies and procedures of the Council and to be asked for a copy of their staff handbook.

29.22 REVIEW OF HEALTH & SAFETY POLICIES AND PROCEDURES

RESOLVED: That RMBC be contacted to establish whether they could review the health and safety policies and procedures of the Council.

30.22 WORK EXPERIENCE REQUEST

The Clerk updated members on the proposed work experience placement at the Council.

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

31.22 ITEMS FOR THE AGENDA OF THE NEXT MEETING

RESOLVED: That the matter of staff timesheets be added to the agenda of the next meeting of the Committee.

32.22 DATE AND VENUE OF NEXT MEETING

RESOLVED: That the next meeting of the Staffing Committee take place on Tuesday 10th May 2022 at 7pm at the Parish Hall, 15a Ryton Road, North Anston

Chris Pilkington PSLCC

Clerk to Anston Parish Council

13th June 2022