

ANSTON PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ONLINE ON TUESDAY 9th MARCH 2021

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

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

13.21 CHAIRMAN OF THE STAFFING COMMITTEE

RESOLVED: That Cllr Drew Tarmey chair the meeting in the absence of the Chairman of the Committee, Cllr Stuart Thornton.

14.21 APOLOGIES

None.

15.21 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.

16.21 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.

17.21 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on Tuesday 12th January 2021 be confirmed as an accurate record and signed by the Chairman of the meeting.

18.21 EMPLOYMENT MATTER

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

19.21 WORKING ARRANGEMENTS DURING THE COVID-19 EPIDEMIC

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

RESOLVED: That the update be noted.

20.21 STAFF ABSENCES

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

RESOLVED: That the update be noted.

21.21 STAFF TRAINING

The Clerk updated members on any staff training carried out since the last meeting of the Committee. He had attended the Society of Local Council Clerks Practitioners Conference in February.

RESOLVED: That the update be noted.

22.21 STAFF APPRAISALS

The Clerk reported that the appraisals of himself and the Responsible Financial Officer had been carried out. Cllr Graham explained that these had been carried using the old forms as it was felt the ones recently adopted had not been found to work well in practice.

RESOLVED: That this be noted and the appraisal documents revisited.

23.21 JOB DESCRIPTION AND PERSON SPECIFICATION FOR AN ADMIN OFFICER

A draft job description and person specification for the post was presented to the Council. With several minor amendments the job description and person specification was approved by the Committee.

RESOLVED: The with the amendments the job description and person specification be approved and the recruitment process progressed.

24.21 ITEMS FOR THE AGENDA OF THE NEXT MEETING

None.

25.21 DATE AND VENUE OF NEXT MEETING

RESOLVED: That the next meeting of the Staffing Committee take place virtually via Zoom on Tuesday 11th May 2021 at 7:00 p.m.

Chris Pilkington PSLCC

Clerk to Anston Parish Council

13th July 2021