

## **ANSTON PARISH COUNCIL**

### **NOTICE OF A MEETING OF THE STAFFING COMMITTEE**

You are hereby summoned to attend a meeting of the Staffing Committee to be held at the **Parish Hall, 15a Ryton Road, North Anston, Sheffield, S25 4DL** on **Tuesday 29<sup>th</sup> March 2022** commencing at **7pm** for the purpose of transacting the following business.

Mr C Pilkington  
Clerk to Anston Parish Council

#### **AGENDA**

- 1. ELECTION OF CHAIRMAN**  
To elect a Chairman of the Committee
- 2. APOLOGIES**  
To receive apologies for absence and to approve reasons for absence
- 3. 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  
(b) To receive and decide upon requests for dispensations to councilors to take part in discussions and votes where they have declared disclosable pecuniary interests
- 4. EXCLUSION OF PRESS AND PUBLIC**  
Further to the Public Bodies (Admission to Meetings) Act 1960 to consider the exclusion of the press and public from certain agenda items due to the confidential nature of the items to be discussed
- 5. MINUTES OF THE PREVIOUS MEETING**  
To receive and confirm the minutes of the meeting of the Staffing Committee held on Tuesday 11<sup>th</sup> January 2022
- 6. WORKING ARRANGEMENTS DURING THE COVID-19 EPIDEMIC**  
To note current working arrangements during the Covid-19 epidemic and to consider any action required
- 7. RECRUITMENT PROCESS FOR ADMIN OFFICER**  
To receive an update regarding the recruitment process for an admin officer and to consider any action required

- 8. STAFF ABSENCES**  
To receive an update regarding any staff absences and to consider any action required
- 9. STAFF TRAINING**  
To receive an update regarding any staff training carried out and to consider any action required
- 10. STAFF APPRAISALS**  
To receive an update regarding staff appraisals and to consider any action required
- 11. SALARY AND PENSIONS MATTERS**
  - (a) To note the local government pay award for 2021/2022 and to consider any action required
  - (b) To receive an update regarding workplace pensions re-enrolment and to consider any action required
  - (c) To consider a request for a salary review and any action required
- 12. REVIEW OF EMPLOYMENT POLICIES & PROCEDURES**  
To receive an update regarding the review of the employment policies and procedures of the Council and to consider any action required
- 13. REVIEW OF HEALTH & SAFETY POLICIES & PROCEDURES**  
To consider a review of the health and safety policies and procedures of the Council and to consider any action required
- 14. WORK EXPERIENCE REQUEST**  
To receive an update regarding a work experience request received by the Council and to consider any action required
- 15. ITEMS FOR THE AGENDA OF THE NEXT MEETING**  
To agree on items to be included on the agenda of the next meeting of the Committee
- 16. DATE AND VENUE OF NEXT MEETING**  
To agree that the next meeting of the Staffing Committee will take place at 7pm at the Parish Hall, 15a Ryton Road, North Anston on Tuesday 10<sup>th</sup> May 2022

#### **CIRCULATION**

Councillors B Bentley, P Bowers, D Graham, C Jepson, P Matthews, M Mears, D Tarmey and M Wilkinson.

Chris Pilkington PSLCC



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24<sup>th</sup> March 2022