

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 27th September 2022** commencing at **7pm** for the purpose of transacting the following business.

Mr C Pilkington
Clerk to Anston Parish Council

AGENDA

- 1. APOLOGIES**
To receive apologies for absence and to approve reasons for absence
- 2. 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
- 3. 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
- 4. MINUTES OF THE PREVIOUS MEETING**
To receive and confirm the minutes of the meeting of the Staffing Committee held on Tuesday 14th July 2022
- 5. RESIGNATIONS OF MEMBERS OF STAFF**
 - (a) To note the resignation of the Clerk and agree any arrangements relating to the ending of the employment
 - (b) To consider the engagement of a locum clerk prior to the appointment of a new clerk
 - (c) To agree the arrangements for the recruitment of a new clerk
 - (d) To note the resignation of a member of the grounds staff and to consider any action required
- 6. GRIEVANCES**
To note staff grievances and to consider any action required

- 7. STAFF ABSENCES**
To receive an update regarding any staff absences and to consider any action required
- 8. STAFF TRAINING**
To receive an update regarding any staff training carried out and to consider any action required
- 9. STAFF APPRAISALS**
To receive an update regarding staff appraisals and to consider any action required
- 10. 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
- 11. REVIEW OF HEALTH & SAFETY POLICIES & PROCEDURES**
To receive an update regarding the review of the health and safety policies and procedures of the Council and to consider any action required
- 12. WELFARE FACILITIES FOR GROUNDS STAFF**
To receive an update regarding the review of the provision and location of welfare facilities for the grounds staff
- 13. DISCLOSURE AND BARRING SERVICE CHECKS**
To receive an update regarding DBS checks for employees and to consider any action required
- 14. 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
- 15. 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 8th November 2022

CIRCULATION

Councillors M Wilkinson (Chairman of the Committee), B Bentley, P Bowers, S Concannon, D Graham, C Jepson, P Matthews, K Pearson and D Tarmey.

Chris Pilkington PSLCC



Clerk to Anston Parish Council
The Parish Hall, 15a Ryton Road, North Anston, Sheffield, S25 4DL

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22nd September 2022