

## ANSTON PARISH COUNCIL

### MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD AT THE PARISH HALL, 15A RYTON ROAD, NORTH ANSTON ON TUESDAY 27<sup>th</sup> SEPTEMBER 2022

**Present:** Councillors Ben Bentley, Phil Bowers, Shaun Concannon, Philip Matthews, Kevin Pearson and Marie Wilkinson.

**In Attendance:** Chris Pilkington (Clerk)

#### **65.22 APOLOGIES**

Apologies for the meeting and reasons for absence from it were received from Cllrs Diane Graham and Clive Jepson.

**RESOLVED:** That the reasons for absence of Cllrs Graham and Jepson be accepted.

#### **66.22 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.

#### **67.22 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 5, 6, 7, 8, 9, 10, 11, 12 and 13 by virtue of the confidential nature of the business to be transacted.

#### **68.22 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on Tuesday 14<sup>th</sup> July 2022 be confirmed as an accurate record and signed by the Chairman of the meeting.

## **69.22 RESIGNATIONS OF MEMBERS OF STAFF**

### **(a) RESIGNATION OF THE CLERK**

The resignation of the Clerk was noted and that his last day at the Council would be Friday 14<sup>th</sup> October 2022.

**RESOLVED:** That this be noted and the Clerk paid in lieu of any leave not taken by his leaving date.

### **(b) ENGAGEMENT OF LOCUM CLERK**

The Clerk suggested that it would be sensible for the Council to engage a locum clerk for the period between his leaving the Council and any permanent replacement starting work. He had already approached several organisations who might be able to supply a locum clerk.

**RESOLVED:** That a locum clerk be engaged by the Council and the Clerk bring further information to a meeting of either the full Council and/or Staffing Committee as appropriate.

### **(c) ARRANGEMENTS FOR RECRUITMENT OF A NEW CLERK**

**RESOLVED:** That the process of recruiting a new clerk be started and recommendations be brought to a meeting of the full Council.

### **(d) RESIGNATION OF A MEMBER OF THE GROUNDS STAFF**

The Clerk reported that a member of the grounds staff had resigned and had now left the employment of the Council having worked his notice.

**RESOLVED:** That the resignation be noted and the former employee written to and asked to provide evidence to substantiate assertions made prior to his leaving the Council.

## **70.22 GRIEVANCES**

The Clerk reported that there were currently three grievances from members of staff.

**RESOLVED:** That this be noted and the grievances dealt with in accordance with the adopted grievance procedure of the Council.

## **71.22 STAFF ABSENCES**

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

**RESOLVED:** That the update be noted.

**72.22 STAFF TRAINING**

The Clerk reported that no staff training had taken place since the last meeting of the Committee.

**RESOLVED:** That the report be noted.

**73.22 STAFF APPRAISALS**

The Clerk updated members on staff appraisals.

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

**74.22 REVIEW OF EMPLOYMENT POLICIES & PROCEDURES**

The Clerk reported that he was in the process of obtaining quotes from various HR companies for the provision of HR support.

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

**75.22 REVIEW OF HEALTH & SAFETY POLICIES AND PROCEDURES**

The Clerk reported that RMBC had informed him that they could not offer the Council any health and safety consultancy support to review its H&S policies and procedures.

**RESOLVED:** That this be noted and quotes sourced from companies for H&S support provision for the Council.

**76.22 WELFARE FACILITIES FOR GROUNDS STAFF**

The Clerk reported that an informal meeting of councillors had been held to discuss the future of the Old Library building and a recommendation from that meeting that the building be the parish council office and welfare facilities would be going to the Parish Council meeting on 28<sup>th</sup> September. A discussion again took place about the suitability of the green cabin at the Parish Hall as the location of the welfare facilities.

**RESOLVED:** That this be noted and councillors invited to view the green cabin.

**77.22 DISCLOSURE AND BARRING SERVICE CHECKS**

The Clerk reported that valid DBS checks had been obtained for several members of staff and that obtaining them for other staff members was in progress.

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

**78.22 ITEMS FOR THE AGENDA OF THE NEXT MEETING**

**RESOLVED:** That an update on the recruitment of a locum clerk be placed on the agenda of the next meeting of the Committee.

**79.22 DATE AND VENUE OF NEXT MEETING**

**RESOLVED:** That the next meeting of the Staffing Committee take place on Tuesday 8<sup>th</sup> November 2022 at 7pm at the Parish Hall, 15a Ryton Road, North Anston

Chris Pilkington PSLCC

Clerk to Anston Parish Council

14<sup>th</sup> October 2022

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