

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 in the **Middle Hall** of the **Parish Hall, 15a Ryton Road, North Anston, Sheffield, S25 4DL** on **Monday 22nd January 2024** commencing at **2:00pm** for the purpose of transacting the following business.

Andrew Woodhead
Clerk of Anston Parish Council Staffing Committee

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 Wednesday 15th November 2023.
- 5. STAFF REPORT**
 - a)-To receive a report on staff absence since last meeting.
 - b)-Sickness return to work.
 - c)-Holiday requests
 - d)-Staff appraisals
 - e)-Christmas working
- 6. PART-TIME ADMINISTRATION WORKER**
 - a) To confirm the outcome of interviews held 8th & 9th November
 - b) To confirm letter of offer
 - c) To confirm written particulars of employment

7. **TRAINING**
a) First Aid
b) Chain Saw
c) Tree Inspection

8. **HEALTH & SAFETY**
a) Safety statement
b) Accident reporting
c) Time Sheets
d) PPE

9. **Date and time of next meeting**
To consider date and time of next meeting.

CIRCULATION

Councillors: M Wilkinson (Chairman of the Committee), B Bentley, S Concannon, D Graham, C Jepson, C Tawn, K Wright.

Andrew Woodhead

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Clerk to Anston Parish Council Staffing Committee
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