

**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 **Small Hall of St James's Church Hall, Ryton Road, North Anston, Sheffield, S25** on **Monday 13<sup>th</sup> January 2025** commencing at **5:00pm** for the purpose of transacting the following business.

Andrew Woodhead  
Clerk of Anston Parish Council Staffing Committee

**AGENDA**

- 1. QUESTIONS FROM MEMBERS OF THE PUBLIC.**
- 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 Monday 9<sup>th</sup> December 2024.
- 6. STAFF REPORT**
  - a)-Starter and leaver
  - b)-Contract terms
  - c)-To receive a report on staff absence since last meeting-  
Holiday/Sickness
  - d)-Sickness return to work.
  - e)-Staff Holidays
  - f)-Staff appraisals
  - g)-Grievance/Disciplinary
  - h)- Succession planning
  - i)- To determine Policies & amendments
    - i) Lone Working

- ii) Sexual and general harassment policy procedure
- iii) Grievance & Disciplinary policy & procedure

- 7. TO CONSIDER TRAINING REQUIREMENTS**
  - a) IOSH Training
  - b) CiLCA
  - c) GDPR/Data Protection
  
- 8. HEALTH & SAFETY**
  - a) Attendance/Fire register
  - b) Accident reporting
  - c) PPE
  
- 9. BUDGET**

To consider budgetary items and any action required
  
- 10. Items for next agenda & Date and time of next meeting**

To consider date and time of next meeting.

## CIRCULATION

Councillors: M Wilkinson, B Bentley, J Brooks-MacDonald, M Hemingway.

*Andrew Woodhead*

Clerk to Anston Parish Council Staffing Committee  
The Parish Hall, 15a Ryton Road, North Anston, Sheffield, S25 4DL  
Tel: 01909 560922. E-mail: [clerk@anston.gov.uk](mailto:clerk@anston.gov.uk)

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