

Anston Parish Council- Staffing Committee

Minutes of the Staffing Committee held at St James's Church Hall, Ryton Road, North Anston on Monday 9th December 2024 at 5:00pm

Present: Councillors M Wilkinson, B Bentley, J Brooks-MacDonald,

In attendance: A Woodhead (Clerk)

Members of the Public: None

S18/1224 Apologies

RESOLVED to accept apologies from Cllr M Hemingway.

S19/1224 Declarations of interest

None

S20/1224 Exclusion of Press and Public

RESOLVED to take items in closed session as required.

S21/1224 Minutes of the last meeting

RESOLVED to accept the minutes of the meeting of the 11th November 2024 as a true and accurate record.

S22/1224 Staff Report

a)-Starter and leaver

It was noted that YLCA had advised that the Council can advertise internally for their current vacancy. Noting that the current holder had been on post for over 4 months

b)-Contract terms

It was noted that for any vacancies that arise, contracts of employment need to be amended to reflect current requirements.

c)-To receive a report on staff absence since last meeting- Holiday/Sickness

No sickness to report since last meeting.

d)-Sickness return to work.

No items for this meeting.

e)-Holiday requests

Staff have put their Christmas leave in.

f)-Staff appraisals

Clerks appraisal to be undertaken, Clerk requested to start appraisals for all staff.

g)-Christmas working

Covered under item 'e'

h)-Grievance/Disciplinary

No items for this meeting.

i)- Bright HR 'Blip' and considerations re end of contract

It was noted that the Bright system has now stopped, holidays and sickness have reverted to a manual system on a spreadsheet, timesheets for the cleaning staff.

j)- Succession planning

This item will be given more consideration at a later date.

k)- To determine Policies & Procedures

The following Policies were to be considered at this meeting-

i)-Drug and Alcohol

ii)-Stress management

iii)-Lone Working

These were deferred to the next meeting.

S23/1224 To consider Training requirements

a)-ISOH Training

The staff members identified for the ISOH training is willing to undertake training but asks if this can be undertaken using a tablet or phone, the Clerk was instructed to enquire.

b) CiLCA

Noted the requirement for the Clerk to undertake CiLCA, current workload is not permitting this to be undertaken at this time.

S24/1224 Health & Safety

a)-Health & Safety statement

The request to circulate the Councils Health and Safety Handbook to Councilors is current awaiting an electronic version of the document as we only have this as a hard copy. Wirehouse has been asked for an e-version.

b)-Accident reporting

One accident was reported since the last meeting and report is held on file.

c)-PPE

Council Grounds Staff now have Hi Vis Coats, these will all be taken to have the Anston Parish Council Logo put on them.

d)-Workload and work planning

The Clerk stated that the Council needed to give consideration to future projects, these need to be planned with timeframes and budget as it was not possible to do everything at once. The jobs list was asked to be updated and brought back to the meeting for consideration.

S25/1224 Budget

It was noted that putting some of the grassed areas into the general contract should ultimately save the Council money. Consideration needs to be given to the current staff structure as the current structure appears to be working well.

S26/1224 Date and time of next meeting

The date and time of the next Staffing Committee meeting will take place at 5:00pm on the 13th January 2024.

Meeting Closed at 7:00pm