

Anston Parish Council- Staffing Committee

Minutes of the Staffing Committee held at the Parish Hall, 15a Ryton Road, North Anston on Wednesday 9th October 2024 at 5:00pm

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

In attendance: A Woodhead (Clerk)

Members of the Public: None

S1/1024 Election of Chair

RESOLVED M Wilkinson be Chair of the Staffing Committee for the 2024-25 year.

S2/1024 Apologies

None

S3/1024 Exclusion of Press and Public

RESOLVED to take items in closed session as required.

S4/1024 Minutes of the last meeting

RESOLVED that with minor amendments the minutes of the meeting of the staffing committee for the 4th March 2024 accepted as a true and accurate record.

S5/1024 Staff Report

a)-Starter and leaver

It was noted that one staff member had retired, and one agency work was contracted since the last meeting.

b)-Contract Terms

It was noted that employment contracts needed to be brought up to date; a resolve to an issue was requested and the outcome held on file.

c)-To receive a report on staff absence since the last meeting.

Information for the last month was presented to the meeting, further information to be sent to the chair.

d)-Sickness and return to work

It was reported that one member had been off sick for one day last month.

e)-Holiday requests

Noted.

f)-Staff appraisals

RESOLVED that the Clerks appraisal will be undertaken by the Chair of the staffing Committee with one other member.

Staff appraisals will be undertaken by the Clerks and completed in November.

g)-Christmas Working

Noted that Staff will require 3 holiday days for the Christmas shut down, Friday 27th, Monday 30th and Tuesday the 31st December 2024.

h)-Grievance/Disciplinary

None

S6/1024 To consider training requirements

a)- First Aid

It was noted that four members of staff have now undertaken First Aid Training.

b)-Tree Inspection

It was noted that keeping tree inspection on contract was advantageous give the amount of woodland and the inspection periods.

c)-IOSH Training

The Chair stated that she would look at options and report back to the next meeting.

d)-CiLCA

It was stated that the Clerk had not completed CiLCA training due to work commitments, time will need to be found in the near future.

S7/1024 Health & Safety

a)-Safety statement

It was noted that the Councils Safety statement, will be issued to new Councillors.

b)-Accident reporting

It was noted that the last accident reported was on the 22nd April 2024.

c)-PPE

It was noted that PPE purchased was one pair of safety boots.

S8/1024 Date and time of next meeting

RESOLVED that the next Staffing Committee meeting will take place at 5:00 pm on Monday the 11th November 2024.

Meeting closed at 6:45pm