

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 4th March 2024** commencing at **7:00pm** 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 14th February 2024.
- 5. STAFF REPORT**
 - a)-To receive a report on staff absence since last meeting.
 - b)-Sickness return to work.
 - c)-Holidays.
- 6. TO DISCUSS FRIDAY WORKING ARRANGEMENTS**
- 7. TO CONSIDER TRAINING REQUIREMENTS**
 - a) First Aid- Clerk to report
 - b) CiLCA- Progress report from Clerk
- 8. HEALTH & SAFETY**
 - a)- PPE Update
 - b)- Health & Safety Employee Handbook

c)- Driving License checks – to confirm when last checks carried out and resolve to take action as required.

9. EMPLOYEE UPDATES

- a) Probationary Period Review outcome & considerations of any actions required.
- b) To consider fixed fees for routine operations

10. GRIEVANCE

To consider formal grievance sent to the Chair of the Council by member of staff and consider any action necessary.

11. Items for next agenda & 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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