

# ECCLESFIELD PARISH COUNCIL

## Minutes of the Staffing Committee Meeting of Ecclesfield Parish Council held on the 6 December 2019

### Present:

Councillor T. Bawden, Councillor J Brownrigg, Councillor V Bowden, Councillor P Brunt (Chair) and Councillor C Levery

In attendance: K Mann Advisor to Council

### 36. **Apologies for Absence**

Apologies were received from Councillor A Brownrigg and T Grantham.

**RESOLVED: the committee approved the apologies and reasons for absence.**

### 37. **Press and Public Exclusion**

The committee agreed to move into Confidential Session from item 41.

### 38. **Declarations of Interest**

None

### 39. **Staffing Committee minutes**

The committee received the minutes of the previous Staffing Committee meeting held on the 18 October 2019 for information.

**RESOLVED: That the minutes from the Staffing Committee meeting held on the 18 October 2019 meeting be noted.**

### 40. **Policies to be reviewed**

#### 40.1 To consider the Draft Pensions Policy

The committee considered the draft Pensions Policy. The employers contribution of 25.3% is high and the SYPA that are the pension provider and the 3 year contract is due for renewal on the 1 April 2019. The advisor to council is in contact with SYPA to discuss the employers contribution and renewal.

**Resolved: That the Advisor prepares a report to be provided to Council on the 9 January 2020 with regard to the LGPS and level of contributions across Yorkshire**

**Recommendation to Council that the Pensions Policy be adopted.**

#### 40.2 Draft Harassment and Bullying Policy

The committee considered the Harassment and Bullying Policy and agreed it was to be recommended for adoption.

**Recommendation to Council that the Harassment and Bullying Policy be adopted.**

40.3 Draft Working from Home Policy

The committee considered the draft policy and asked that employees not just Clerk/RFO could possibly work from home, this needs to be amended throughout the document. Other amendments were suggested by the committee.

**Resolved: That the amendments are completed and the updated Working from Home Policy be provided to the next Council meeting on the 9 January 2020.**

40.4 Draft Flexible Working Policy

The committee considered the Flexible Working Policy that was presented.

**RECOMMENDATION TO COUNCIL: That the Flexible Working Policy be adopted.**

**The committee agreed to move into Confidential Session.**

41. **Confidential Matters**

42.1 **Staff**

The committee considered whether to make a payment to the previous employee of £200 per month for three months to support the Archive Project until someone is appointed.

**RESOLVED: That**

- i) A payment of £200 per month for a 3 month period upon submission of an invoice and receipts along with the description of work completed be approved;**
- ii) A review to be completed after 3 months**

42.2 **Archivist / Community Liaison Post**

The previous Archivist had provided a specification for the possible new role which the committee considered.

The Community Liaison appointment would work alongside the Community Engagement Working Group.

The Person Spec provided by the previous employee needs to be separated into the Essential / Desirable criteria. A Job Description needs to be written. Grant funding and applying for grants for organisations needs to be included in the Job Description.

**RESOLVED: That**

- i) The Job Description and Person Specification be written and a discussion takes place with the Community Engagement Working Group so they can feed into the preparation of both documents;**
- ii) The Job Description, Person Specification, Job Advert including the hourly rate and hours of work to be presented to the next meeting ; and**
- iii) A discussion with regard to appointing an interview panel would take place at the next meeting.**

**42.3 Clerk/RFO Post**

The committee agreed to re-advertise the post for a qualified CILCA Clerk for 25 hours a week on SCP 35 – 42 depending on experience and qualifications. Previous applicants need not apply. The hourly rate and pro-rata annual salary to be included in the advert.

The committee agreed to advertise with YLCA, SCC and to look at costs for advertising in the Yorkshire Post and local radio stations.

The deadline would be 31 January 2020 with the interview to take place on the 10 February 2020. A second interview may be held, with all councillors in attendance, in Private Session, on the 20 February 2020.

**RESOLVED: That**

- i) the Clerk/RFO role be advertised with YLCA and Sheffield City Council;**
- ii) the advisor to council gets the cost to advertise with the Yorkshire Post and local radio station and feed back to the staffing committee;**
- iii) the deadline for applicants would be the 31 January 2020.**

**43. Closure and date of next meeting**

The meeting closed at 3.20pm. The chair thanked members for attending.

**The date of the next meeting was agreed as 24 January 2020 at 2.00pm.**