



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Staffing Committee of Ecclesfield Parish Council

SUMMONS

17th July 2020

Dear Councillor,

You are respectfully summoned to attend the Staffing Committee meeting to be held via Zoom Video Conferencing at **7.00 pm on Thursday 23rd July 2020.**

Meeting Joining Instructions 1) Download and sign up to the Zoom app on your PC
<https://zoom.us/signup>

2) Enter the Meeting ID: 862 4777 6132 and then enter the Password: 835294

3) Alternatively Click on the direct meeting invitation:

<https://us02web.zoom.us/j/86247776132?pwd=Sml6bWZ4QVN1V2xMNENoR2E2QzFwZz09>

4) To Join via phone: +44203 481 5237 and enter Meeting ID: 862 4777 6132 and Password: 835294

Committee Membership

Cllr Carol Levery [Chairman] Cllr John Housley [Ex-Officio] Cllr John Brownrigg [Ex-Officio]
Cllr Terry Bawden Cllr Victoria Bowden Cllr Tracy Grantham Cllr Paul Swift

Recording of Council Meetings Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Public Participation

- Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting
- Any member of the public shall not speak for more than three minutes.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

Public Bodies (Admission to Meetings) Act 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

Yours sincerely

Carol Levery

Carol Levery

Chair of Staffing Committee (in the absence of a Proper Officer)

Ecclesfield Parish Council

Chairman's announcement

Prior to the commencement of the meeting, the Chairman will outline the procedure for this remote meeting to ensure that the meeting is effective and lawful including:

- Councillors must observe the council's code of conduct during the meeting.
- Voting procedure.
- Public session and exclusion of the press and public procedures

- Anyone wishing to record is asked to let the Chairman of the meeting know prior to the start of the meeting. The meeting is being recorded by the council.
- All councillors present are required to state their name prior to the commencement of the meeting.

AGENDA

17. Apologies and Reasons for Absence

To receive apologies for absence from members and to consider the reasons for absence.

18. Press and Public Exclusion

To identify any items for discussion that may require the exclusion of the press & public.

19. Declarations of Interest

To receive any declarations of personal and/or disclosable pecuniary interests from members on items to be discussed at this meeting.

20. Staffing Committee minutes.

To receive the minutes from the staffing committee meeting on 25th June 2020 for information. Attached pages 1 and 2.

21. Consider the invoice for services from the previous Locum Clerk

22. Consider recruitment of a Locum Clerk

23. Consider appointment of a Clerk/RFO.

23.1 To consider the hours for the Clerk post currently 25 hours per week

23.2 To consider the salary range for the Clerk post currently New SCP 31-35

23.3 To consider the proposed timetable for recruitment. Advertising: August 2020, closing date:04/09/2020, shortlisting:w/c 07/9/2020, Letters to interviewees 11/09/2020, interviewing Tuesday 22/09/2020 and presentation to Council Thursday 01/10/2020

23.4 To identify sites for advertising the Clerk/RFO position

23.5 To consider the membership of the interview panel for the Clerk/RFO position

24. Recommend that the Community Liaison and Archive worker be permanently employed.

Following successful completion of her probationary period.

25. Closure and date of next meeting

To arrange the date for the next Staffing Committee meeting.