



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

Council Offices, Mortomley Lane, High Green, Sheffield S35 3HS

Telephone: (0114) 2845095/2844771 Fax: (0114) 2869486

Email: admin@ecclesfield-pc.gov.uk

Visit our Website: www.ecclesfield-pc.gov.uk

To All Members of the Staffing Committee

SUMMONS AND AGENDA

16th October 2020

Dear Councillor,

You are respectfully summoned to attend a Meeting of Ecclesfield Parish Council Staffing Committee at **10.30 am on Thursday, 22 October 2020**. The link to join the meeting will follow shortly.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 and the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England Regulations) 2020, the public and press may attend the meeting.

Yours sincerely

Andrew Towlerton

Mr Andrew Towlerton

Clerk and Responsible Financial Officer
Ecclesfield Parish Council

Committee Membership

Councillor Carol Levery (Chairman), Councillor Terence Bawden, Councillor Victoria Bowden, Councillor John Brownrigg (ex officio), Councillor John Housley (ex officio), Councillor Tracy Grantham and Councillor Paul Swift.

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

MEETING ITEMS

2020/026 (SC). Apologies and Reasons for Absence

To note apologies and approve reasons for absence.

2020/027 (SC). Declarations of Interest

To consider any requests for dispensation.

To note any declarations of interests not already declared under the members Code of Conduct or members register of Disclosable Pecuniary Interests.

2020/028 (SC). Exclusion of Press and Public

To consider the exclusion of the Press and Public in accordance with Public Bodies Admission to Meetings Act) 1960 Section 1 (2) due to the confidential nature of the business to be transacted.

2020/029 (SC). Public Participation Session

To receive questions from members of the public under the direction of the Chairman and in accordance with the Council's Standing Orders (Standing Order 3 states that the public participation session will be for no more than 15 minutes and a member of the public shall not speak for more than 3 minutes).

Members of the public should please note that the Council reserves the right to respond in writing if any matter requires further research or consideration and that reports should be submitted in writing before the meeting so they can be dealt with under correspondence.

2020/030 (SC). Staffing Committee Minutes

To consider the Minutes of the Staffing Committee meeting held on 23 July 2020 and as approved by Full Council (attached as item 30a).

2020/031 (SC). National Joint Council (NJC) Pay Award for 2020/2021

To receive a verbal report on the National Joint Council for Local Government new pay scales and holiday entitlement for the Clerk and other Council employees employed under the terms of the NJC model contract of employment.

2020/032 (SC). Appointment of Parish Clerk and Responsible Financial Officer

To note the appointment of the new Clerk and Responsible Financial Officer and consider his contract.

2020/033 (SC). COVID Risk Assessment and Next Steps

It a legal requirement for employers to carry out a COVID-19 risk assessment. Attached as agenda item 33a is a copy of the Councils draft Risk Assessment which has been prepared in accordance with HSE guidance.

2020/034 (SC). Paul Hoey Associates Investigation Update

To receive verbal report on the investigation by Paul Hoey Associates on why the Council doesn't seem to retain their Clerk/RFOs and various other staffing issues.

2020/035 (SC). Sickness Management Absence Policy and Procedures

To consider the Council's Sickness Management Absence Policy and procedures and consider next steps.

2020/036 (SC). Staff Terms and Conditions

To consider the adequacy of terms and conditions (including grades) for Council employees under their contract of employment.

2020/037 (SC). Date and Time of Future Meetings

To agree the time and date of the next meeting.

2020/038 (SC). Closure of meeting