



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Staffing Committee

SUMMONS AND AGENDA

10th December 2020

Dear Councillor,

You are respectfully summoned to attend a Meeting of Ecclesfield Parish Council Staffing Committee at **10.30am on Thursday, 17 December 2020**. To join the meeting please follow the link below:

<https://us02web.zoom.us/j/83469858483?pwd=dGNxUzZJSFZrOVFwSDU3QTAYKzdKQT09>

Meeting ID: 834 6985 8483

Passcode: 313323

One tap mobile

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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

Staffing Committee Agenda
17/12/2020

Committee Membership

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

*Substitute members may be appointed in accordance with Standing Order 4v.

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

2020/039 (SC). Apologies and Reasons for Absence

To note apologies and approve reasons for absence.

2020/040 (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.

2020/041 (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.

2020/042 (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.

2020/043 (SC). Staffing Committee Minutes

To consider the Minutes, including actions, of the Staffing Committee meeting held on 22 October 2020 and as approved by Full Council (attached as item 43a).

2020/044 (SC). Policies for Review/Consideration

To consider/review the attached policies and procedures, and make recommendations to Council on next steps: (attached as item 44a)

- (a) Annual Leave
- (b) Expenses
- (c) Lone Working
- (d) Performance Appraisal
- (e) Recruitment Selection
- (f) Sickness Absence
- (g) Training and Development

2020/045 (SC). COVID 19 Pandemic and Implications for Staff

To receive a verbal report on actions taken to ensure that Council staff are kept safe during the Covid-19 pandemic.

2020/046 (SC). Paul Hoey Associates Investigation Update

To receive verbal report on the investigation by Paul Hoey Associates and to recommend to Council an appropriate budget to Council for this investigation.

2020/047 (SC). National Living Wage for 2021/2022

To receive a verbal report on the National Living Wage for 2021/2022 which will come into force from April 2021 and its implications for Council staff.

2020/048 (SC). Staff Terms and Conditions

To consider a temporary increase in the contractual hours worked by a Council staff member until the end of March 2021 and a review of the contract of another.

2020/049 (SC). Date and Time of Future Meetings

To consider the time and date of the next meeting.