



Draft minutes are subject to approval at the next Full Council meeting.

**Draft Minutes of a Remote Meeting of the Staffing Committee
held on Thursday 13 May 2021 via Zoom Video Conference**

Commenced: 10.30 am – Concluded 11.35:

Councillors Present. Carol Levery [Chairman], Victoria Bowden, John Housley [Ex-Officio] and David Ogle.

Absent Councillors. Terence Bawden, John Brownrigg and Tracy Grantham.

Officers: Andrew Towleron – Parish Clerk/RFO [minute taker].

Members of the Public. None.

Chairman’s Opening Remark. Prior to the formal commencement of the meeting, the Chairman, Councillor Carol Levery, outlined the procedure for this remote meeting to ensure that it was effective, lawful and safe. The Clerk explained that he would be recording it.

<u>2020/50</u> <u>(SC)</u>	<p><u>50. Apologies and Reason for Absence</u></p> <p>The Clerk reported that he received an apology from Councillor John Brownrigg. He added that Councillor David Ogle was in attendance as his agreed substitute.</p> <p>Proposed by Councillor John Housley and Seconded by Councillor David Ogle, and RESOLVED: That the apology of absence and reasons given by Councillor John Brownrigg be received and accepted.</p> <p style="text-align: right;">(4 in favour)</p>
<u>2020/51</u> <u>(SC)</u>	<p><u>51. Declarations of Interests</u></p> <p>There were none.</p>
<u>2020/052</u> <u>(SC)</u>	<p><u>52. Exclusion of Press and Public</u></p> <p>The Chairman explained that there were five items on the agenda that required the exclusion of the press or public due to the confidential nature of the business to be considered. These were items Moses/Presland Ecclesfield Intervention Report 2020/56 (SC); Staff Terms and Conditions 2020/57 (SC) and General Staffing Issues 2020/58 (SC).</p> <p>Proposed by Councillor David Ogle and Seconded by Councillor Victoria Bowden, and RESOLVED: That the press and public be excluded from items: Moses/Presland Ecclesfield Intervention Report 2020/56 (SC); Staff Terms and Conditions 2020/57 (SC) and General Staffing Issues 2020/58 (SC) due to their confidential and sensitive nature.</p> <p style="text-align: right;">(4 in favour)</p>

<u>2020/53</u> <u>(SC)</u>	<u>53. Public Participation Session</u> There were no questions received from members of the public.
<u>2020/54</u> <u>(SC)</u>	<u>54. Staffing Committee Minutes</u> The approved minutes and actions of the Staffing Committee meeting held on 17 January 2021 were outlined by the Chairman and considered by the meeting. Proposed by Councillor John Housley and Seconded by Councillor Victoria Bowden, and RESOLVED: That the minutes of the Staffing Committee meeting held on 17 January 2021 be endorsed. <p style="text-align: right;">(4 in favour)</p>
<u>2020/55</u> <u>(SC)</u>	<u>55. COVID 19 Pandemic and Implications for Staff</u> The Clerk gave an overview of the actions taken to ensure that Council staff, Councillors and other visitors and users of the Council offices were safe in accordance with Government and other guidelines. He explained that the Council offices had been the subject of a spot check of its COVID policies and procedures by the HSE, which confirmed that its arrangements were sound. Julie was thanked for her hard work and efforts in ensuring that the Council was COVID prepared and safe.
<u>2020/56</u> <u>(SC)</u>	<u>56. Moses/Presland Ecclesfield Intervention Report</u> The Chairman provided a commentary on the key findings of the report. The report was then discussed. Proposed by Councillor David and Seconded by Councillor John Housley, and RESOLVED: That a special meeting of the Staffing Committee be held in June 2021 to consider in detail the Moses/Presland Ecclesfield Intervention Report and to which all Councillors would be invited to attend. <p style="text-align: right;">(4 in favour)</p>
<u>2020/57</u> <u>(SC)</u>	<u>57. Staff Terms and Conditions</u> The Clerk led on this. He confirmed that following the minute 2020/048 (2) (SC), he had re-evaluated the concerned position. This included discussions with the concerned post holder. He was not proposing any changes. A discussion then took place on the progress with the re-evaluations of the other positions in accordance with minute 2020/048 (3) (SC). Proposed by Councillor Carol Levery and Seconded by Councillor Victoria Bowden, and RESOLVED: That the Yorkshire Local Council's Associations (YLCA) be appointed to undertake an independent evaluation of the grading of the two agreed Council's positions. <p style="text-align: right;">(4 in favour)</p>
<u>2020/58</u> <u>(SC)</u>	<u>58. General Staffing Issue</u> The Clerk gave a verbal progress report. He explained that annual appraisals of staff had been undertaken. He went on to provide an overview of the main findings of the recent health and safety inspection of the Council offices from a staffing perspective. This had highlighted that the Council's health and safety policies and procedures were sound and up to date. A risk had been identified with staff that regularly use computers. Reference was made to whether the Council should provide

	<p>and pay for eye tests for staff in such circumstances. The general view was that this had merit. The Chairman said she would look into this further.</p> <p>The Clerk also asked for approval to authorise overtime payments of up to 6 hours for 3 members of Council staff to facilitate the transfer of files and other materials to the building next to Chapeltown toilets. Reference was also made to that FMS may also be able to assist with the move, which was agreed.</p> <p>Proposed by Councillor John Housley and Seconded by Councillor Victoria Bowden, and RESOLVED: That approval is given to the Clerk to authorise up to 6 hours overtime payment to three members of the Office staff to facilitate the move and storage of files and other materials to the building next to Chapeltown toilets.</p> <p style="text-align: right;">(4 in favour)</p>
<p><u>2020/59</u> <u>(SC)</u></p>	<p><u>59. Date and Time of Future Meetings</u></p> <p>It was agreed that this should take in June 2021. The precise date and time would be considered further by the Chairman and Vice Chairman of the Committee.</p>

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