



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

**Draft Minutes of Staffing Committee Meeting
held on Monday 28 June 2021 at Newton Chambers Hall**

The meeting commenced: 7.30 pm – concluded 8.55 pm

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

Councillors Dr John Bowden, Susan Davidson, Denise Fearnley and Kate Guest were also present on a voluntary basis.

Absent Councillors. None

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

Members of the Public. None.

Chairman’s Opening Remarks. 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. She also explained that all Councillors had been invited to the meeting, especially to consider Item 2021/9 (SC) Moses/Pressland Ecclesfield Ecclesfield Intervention Report.

<u>2021/1 (SC)</u>	<u>Item 1: Apologies and Reason for Absence</u> There was none.
<u>2021/2 (SC)</u>	<u>Item 2: Declarations of Interests</u> The Clerk stated that he had not received any declarations or requests for dispensation.
<u>2021/3 (SC)</u>	<u>Item 3: Exclusion of Press and Public</u> The Chairman explained that there was one item on the agenda that she was minded to propose the exclusion of the press or public. This was 2021/7 (SC). However, as there were no members of the press and public present and the meeting was not being recorded she did not consider this was necessary.
<u>2021/4 (SC)</u>	<u>Item 4: Public Participation Session</u> No questions were received from members of the public.

<p><u>2021/5</u> <u>(SC)</u></p>	<p><u>Item 5: Election of Vice-Chairman</u></p> <p>This was considered.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor Thomas Sturgess and RESOLVED: That Council Victoria Bowden is appointed as Vice-Chairman of the Staffing Committee for 2021/22.</p> <p style="text-align: right;">(6 in favour)</p>
<p><u>2021/6</u> <u>(SC)</u></p>	<p><u>Item 6: Staffing Committee Minutes</u></p> <p>The approved minutes and actions of the Staffing Committee meeting held on 13 May 2021 were outlined by the Chairman and considered by the meeting.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor Victoria Bowden and RESOLVED: That the minutes of the Staffing Committee meeting held on 13 May 2021 be endorsed.</p> <p style="text-align: right;">(6 in favour)</p>
<p><u>2021/7</u> <u>(SC)</u></p>	<p><u>Item 7: To consider the Terms of Reference for the Staffing Committee</u></p> <p>This was considered. The general view was that it was still sound and fit for purpose. It was noted, however, that there was an anomaly between this document and Council's Standing Orders. Clause 3 of the Terms of Reference states, '<i>at its first meeting the sub committee shall elect a chairman and vice chairman who shall hold office until the next Annual Parish Council meeting</i>'. The Council Standing Orders require that the Chairman of the various Council Committees should be made at the Annual Meeting of the Parish Council. At the 19 May 2021 Annual Meeting of the Parish Council, Councillor Carol Levery had been elected as Chairman of the Staffing Committee. The Clerk explained that if there was a conflict between the two documents, the Council's Standing Orders would take precedence.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and RESOLVED: That</p> <ol style="list-style-type: none"> 1. The appointment of Councillor Carol Levery as Chairman of the Staffing Committee for the year 2021/22 be endorsed. 2. Clause 3 of the Terms of Reference for the Staffing Committee be amended to remove reference that the Chairman shall be elected by the Staffing Committee. <p style="text-align: right;">(6 in favour)</p>
<p><u>2021/8</u> <u>(SC)</u></p>	<p><u>Item 8: To confirm the line management arrangements of the Parish Clerk for 2021/22</u></p> <p>These were considered.</p> <p>Proposed by Councillor Victoria Bowden and seconded by Councillor Thomas Sturgess and RESOLVED: That the Chairman of the Staffing Committee is confirmed as the line manager of the Clerk for 2021/22.</p> <p style="text-align: right;">(6 in favour)</p>
<p><u>2021/9</u> <u>(SC)</u></p>	<p><u>Item 9: Moses/Presland Ecclesfield Intervention Report</u></p> <p>This was subject of wide-ranging and detailed discussions.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Victoria Bowden and RESOLVED: That</p> <ol style="list-style-type: none"> 1. It is recommended to Council that the Moses/Presland Ecclesfield Intervention Report be noted. 2. The Council appoints a part-time temporary Administrative/Finance Assistance for between 15 to 20 hours initially until the end of March 2022. <p style="text-align: right;">(6 in favour)</p>

2021/10
(SC)

Item 10: Date and Time of Future Meetings

It was confirmed that the next meeting was scheduled for Thursday 9th September 2021 at 7.00 pm. The Chairman explained that she and the Clerk planned to prepare an annual forward plan of issues to be considered by the Committee.

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