



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

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

**Telephone: (0114) 2845095**

**Email: [admin@ecclesfield-pc.gov.uk](mailto:admin@ecclesfield-pc.gov.uk)**

**Visit our Website: [www.ecclesfield-pc.gov.uk](http://www.ecclesfield-pc.gov.uk)**

**To All Members of the Staffing Committee**

## **SUMMONS AND AGENDA**

3<sup>rd</sup> September 2021

Dear Councillors,

You are respectfully summoned to attend a Meeting of Ecclesfield Parish Council Staffing Committee to be held virtually at 7.15pm on Thursday 9<sup>th</sup> September 2021.

Please follow this link to join the meeting:

<https://us02web.zoom.us/j/85660554535?pwd=WmJ1V2tBQ0VVZllaSzJUUb25iRFY0dz09>

Meeting ID: 856 6055 4535

Passcode: 619019

One tap mobile

+442080806591,,85660554535#,,,,\*619019# United Kingdom

+442080806592,,85660554535#,,,,\*619019# United Kingdom

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the public and press may attend the meeting.

Yours sincerely

*Andrew Towleron*

Mr Andrew Towleron  
Clerk and Responsible Financial Officer  
Ecclesfield Parish Council

### **Committee Membership**

**Councillor Carol Levery (Chairman), Councillor Victoria Bowden (Vice-Chairman), Councillor John Brownrigg (Ex Officio), Councillor John Housley (Ex Officio) and Councillor Thomas Sturgess.**

\*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, safe 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**

#### **2021/11 (SC). Apologies and Reasons for Absence**

To note apologies.

To recommend for approval reasons for absence.

#### **2021/12 (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.

#### **2021/13 (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.

#### **2021/14 (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.

**2021/15 (SC). Staffing Committee Minutes**

To consider the Minutes, including any arising actions, of the Staffing Committee meeting held on 28<sup>th</sup> June 2021 and as approved by Full Council (attached as item 15a).

**2021/16 (SC). Local Government (including parish councils) 2021/22 Pay Award**

To provide an update on negotiations between employers and unions.

**2021/17 (SC). To consider the Volunteer Policy**

To consider and recommending to Council the Volunteer Policy (a draft is attached as item 17a).

**2021/18 (SC). First Aid Training update**

To confirm that First Aid Training has been organised for Council staff on Monday 27 September 2021 at the Parish Council offices.

**2021/19 (SC). Emma Mainwaring and ILCA**

To report that Emma Mainwaring, the Council's Community Coordinator, has successfully completed the Introduction to Local Council Administration (ILCA) qualification.

**2021/20 (SC). Staffing Update**

To receive a verbal report, including any next steps, by the Clerk on staffing issues.

**2021/21 (SC). Date and Time of Future Meetings**

The next meeting is scheduled to take place on Thursday 11<sup>th</sup> November 2021 at 7.00pm.