



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

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To All Members of the Staffing Committee

SUMMONS AND AGENDA

4th November 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 11 November 2021.

Please follow this link to join the meeting:

<https://us02web.zoom.us/j/86727176496?pwd=WnQwa2RtSDJlQzlwUGo3ZExXSXdudz09>

Meeting ID: 867 2717 6496

Passcode: 790727

One tap mobile

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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

2021/22 (SC). Apologies and Reasons for Absence

To note apologies.

To recommend for approval reasons for absence.

2021/23 (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.

2021/24 (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.

2021/25 (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.

2021/26 (SC). Staffing Committee Minutes

To consider the Minutes, including any arising actions, of the Staffing Committee meeting held on 9 September 2021 and as approved by Full Council (attached as item 26a).

2021/27 (SC). Local Government (including parish councils) 2021/22 Pay Award

To provide an update on negotiations between employers and unions.

2021/28 (SC). First Aid Training update

To receive a progress report on the First Aid Training organised for Council staff and members and held on Monday 27 September 2021.

2021/29 (SC). Julie Allsop and ILCA

To report that Julie Allsop, the Council's Administration Assistant, has successfully completed the Introduction to Local Council Administration (ILCA) qualification.

2021/30 (SC). Reduction in the Contractual Hours worked

To be informed of a request from a member of staff for a reduction in their working monthly hours.

2021/31 (SC). Staffing Update

To receive a verbal report, including any next steps, by the Clerk on staffing issues, including an update on the appointment of the Temporary and Part-Time Administrative Assistant.

2021/32 (SC). Date and Time of Future Meetings

The next meeting is scheduled to take place on Thursday 13th January 2022 at 7.00pm.