



**Minutes of the Staffing Committee Meeting  
held at the Council Offices on Thursday 26 May 2022**

**The meeting commenced: 6.30 pm – concluded at 7.10 pm**

**Councillors Present.** Carol Levery (Chairman), Thomas Sturgess (Vice-Chairman), Dr John Bowden, Victoria Bowden, John Brownrigg and John Housley.

**Absent Councillors.** None.

**Officers:** Andrew Towleron – Parish Clerk/RFO (minute taker).

**Members of the Public.** None.

**Chairman's Announcement**

Before the formal commencement of the meeting, the Chairman, Councillor Carol Levery, outlined the procedure for this meeting to ensure that it was effective, safe and lawful.

<b><u>2022/1 (SC)</u></b>	<b><u>Item 1: Apologies and Reason for Absence</u></b>  There were none.
<b><u>2022/2 (SC)</u></b>	<b><u>Item 2: Declarations of Interests</u></b>  There were none.
<b><u>2022/3 (SC)</u></b>	<b><u>Item 3: Exclusion of Press and Public</u></b>  There were no items that required the exclusion of the press and public.
<b><u>2022/4 (SC)</u></b>	<b><u>Item 4: Public Participation Session</u></b>  There were no questions raised.
<b><u>2022/5 (SC)</u></b>	<b><u>Item 5: To appoint a Vice-Chairman</u></b>  Proposed by Councillor John Brownrigg and seconded by John Housley and <b>RESOLVED:</b> That Councillor Thomas Sturgess is appointed as Vice-Chairman to the Staffing Committee for 2022/2023.  <i>(6 in favour)</i>

<p><b><u>2022/6 (SC)</u></b></p>	<p><b><u>Item 6: Staffing Committee Minutes</u></b></p> <p>The minutes of the Staffing Committee were introduced by the Chairman of the meeting, Councillor Carol Levery, and considered by the meeting.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Brownrigg and <b>RESOLVED:</b> That the minutes of the Staffing Committee Meeting held on 24 March 2022 be endorsed.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><b><u>2022/7 (SC)</u></b></p>	<p><b><u>Item 7: Declaration of Compliance with the Pension Regulator</u></b></p> <p>The Clerk explained that all employers had to make a Declaration of Compliance with the Pension Regulator to demonstrate that they have met their legal duties in respect of pension requirements. He added that the Council had successfully completed the 'pension declaration checklist', which details what was required by a body to make a Declaration of Compliance (a copy of which was made available at the meeting for inspection). The next step was for the Clerk/Responsible Financial Officer to complete an online form to the Pension Regulator to show how the Council has met its legal duties. The steps taken were noted and supported.</p>
<p><b><u>2022/8 (SC)</u></b></p>	<p><b><u>Item 8: General Staff Update</u></b></p> <p>The Clerk and Chairman provided a verbal report on various issues. This included levels of sickness, work loads, training, progress with the improvements to Council offices and an offer of student placements from Sheffield University to assist with the preparation of the Neighbourhood Plan. A wide range discussion then took place on this item. It was noted that as part of the office clear up several documents had been identified that may be of some heritage interest but not of sufficient interest to be retained by Sheffield City Council's Archive Service or the Ecclesfield and District Archives project. It was proposed to dispose of these. Councillor Carol Levery and Councillor Victoria Bowden offered to jointly go through these documents to see if any may be of interest of other groups or individuals. The remainder could then be recycled.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That it is recommended to Council that the Council's Annual Leave Policy be amended by the inclusion of the following clauses:       <ol style="list-style-type: none"> <li>(i) Where a member of staff is required to work on a Bank Holiday (by prior agreement with the Clerk and the Chairman of the Staffing Committee) they will receive an additional entitlement for the hours worked at half the normal rate (i.e., 1.5 times the standard rate).</li> <li>(ii) In exceptional circumstances, compensation for Bank Holiday working can be paid as overtime, with the prior agreement of the Council.</li> </ol> </li> <li>2. That the Clerk in conjunction with the Chairman of the Staffing Committee be authorised to offer staff working on the Spring Bank Holiday on 2<sup>nd</sup> June 2022 be paid as overtime as compensation or Time off in Lieu (TOIL).</li> </ol> <p style="text-align: right;"><i>(6 in favour)</i></p>

**2022/9 (SC)**

**Item 9: Date and Time of Future Meetings**

It was noted that the next meeting was scheduled for Thursday 28 July 2022 though it may be necessary for it to commence earlier than the scheduled 7.00 pm to avoid a clash with the rearranged Full Council meeting to take place that day.