



# ECCLESFIELD PARISH COUNCIL

*Serving your Community Since 1894*

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

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**To All Members of the Staffing Committee**

## **SUMMONS AND AGENDA**

22<sup>nd</sup> September 2022

Dear Councillors,

You are respectfully summoned to attend a Meeting of Ecclesfield Parish Council Staffing Committee to be held at **High Green Miners Welfare Community Hall** on Thursday 29 September 2022 at 6.30 pm.

To view the agenda please click the link below:

<https://ecclesfield-pc.gov.uk/document-category/agendas/> for the meeting of Ecclesfield Parish Council for this date.

**Please do not attend if you are unwell and displaying COVID symptoms.**

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 Towlerton*

Mr Andrew Towlerton  
Clerk and Responsible Financial Officer  
Ecclesfield Parish Council

## **Committee Membership**

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

\*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.
- All Councillors present may be required to state their name prior to the commencement of the meeting.

## **AGENDA**

### **2022/19 (SC). Apologies and Reasons for Absence**

To note any apologies.

To recommend for approval any reasons for absence.

### **2022/20 (SC). Declarations of Interest**

To note 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.

### **2022/21 (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.

### **2022/22 (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.

**2022/23 (SC). Staffing Committee Minutes**

To consider the draft Minutes, including any arising actions, of the Staffing Committee meeting held on 14 July 2022 and as approved by Council (attached as item 23a).

**2022/24 (SC). Training Report and Next Steps**

To receive a verbal report on officer and Councillor training and development, including first aid and mental health training.

**2022/25 (SC). Local Government (including parish councils) 2022/23 Pay Award**

To provide an update on negotiations between employers and unions.

**2022/26 (SC). Christmas/New Year Closure of Council Offices**

To consider and recommend the Christmas/New Year closure dates of the Council Offices for 2022/2023, which is recommended should be Wednesday 28 December 2022, Thursday 29 December 2022 and Friday 30 December 2022.

**2022/27 (SC). Variation in contractual hours of staff**

To consider a recommendation to increase the contractual hours of a member of staff and a request from another member of staff to vary theirs.

**2022/28 (SC). General Staffing Update**

To receive a verbal report by the Clerk and Chairman on various staffing issues.

**2022/29 (SC). Date and Time of Future Meetings**

The next meeting is scheduled to take place on Thursday 28<sup>th</sup> November 2022 at 7.00pm.