



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

**Draft Minutes of the Staffing Committee Meeting  
held at the Council Offices on Thursday 28 September 2023 at 7.00 pm**

**The meeting commenced: 7.00 pm – concluded at 7.25 pm**

**Councillors Present.** Thomas Sturgess (Chairman), Victoria Bowden, Susan Davidson and Alan Woodcock.

**Absent Councillors.** Michael Morrissey.

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

**Members of the Public.** None.

**Chairman's Announcement**

Before the formal commencement of the meeting, the Chairman, Councillor Thomas Sturgess, outlined the procedures to ensure that it was effective, safe and lawful.

**Public Participation**

There were no questions asked.

<b><u>2023/16</u></b> <b><u>(SC)</u></b>	<b><u>Item 16: Apologies and Reason for Absence</u></b>  The Clerk reported that he had received one.  Proposed by Councillor Alan Woodcock and seconded by Councillor Victoria Bowden and <b>RESOLVED:</b> That the apology and reason given for absence by Councillor Michael Morrissey be approved.  <i>(4 in favour)</i>
<b><u>2023/17</u></b> <b><u>(SC)</u></b>	<b><u>Item 18: Declarations of Interests</u></b>  The Clerk stated that he had not been informed of any.
<b><u>2023/18</u></b> <b><u>(SC)</u></b>	<b><u>Item 18: Exclusion of Press and Public</u></b>  It was confirmed that there were no items that required the exclusion of the press and the public.

<p><b><u>2023/19</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 19: Staffing Committee Minutes</u></b></p> <p>The draft minutes and any actions not already on the agenda of the Staffing Committee of the 3<sup>rd</sup> August 2023 were considered.</p> <p>Proposed by Councillor Susan Davidson and seconded by Councillor Alan Woodcock and <b>RESOLVED:</b> That the draft minutes of the Staffing Committee Meeting held on 3rd August 2023 be endorsed.</p> <p style="text-align: right;"><i>(4 in favour)</i></p>
<p><b><u>2023/20</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 20: General Staff Update</u></b></p> <p>An update was provided by the Clerk on a range of staffing issues. He noted that the national negotiations on the local government pay award (which included parish council staff) for the financial year 2023/24 were still on-going.</p> <p>He then provided an update on progress on appointing a preferred Occupational Health Provider in furtherance of minute (2023/07 (SC)). He explained that one of the suggestions made was that the Council should seek to utilise the services of Sheffield City Council's Occupational Health Service on a fee basis. He had looked into this and understood that Sheffield City Council no longer provided this service 'in-house'. He had approached, however, three other suitable qualified bodies who could provide this service for the Council.</p> <p>He also gave an update on the position of the cleaning service for the Council. Next steps were then considered and agreed.</p> <p>Proposed by Councillor Victoria Bowden and seconded by Councillor Alan Woodcock and <b>RESOLVED:</b> That:</p> <ul style="list-style-type: none"> <li>a) The Clerk, in consultation with the Chairman of the Staffing Committee and the Chairman of the Finance and Premises Committee, be authorised to appoint a preferred Occupational Health provider for the Council.</li> <li>b) The existing temporary cleaning arrangements for the Council Offices and adjoining Community Room should be extended for a three further months from October 2023.</li> </ul> <p style="text-align: right;"><i>(4 in favour)</i></p>
<p><b><u>2023/21</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 21: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that the next meeting was scheduled for Thursday 30<sup>th</sup> November 2023 at 7.00 pm at the Council Offices.</p>