



# 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**

18<sup>th</sup> January 2024

Dear Councillors,

You are respectfully summoned to attend a Meeting of Ecclesfield Parish Council Staffing Committee to be held at the **Council Offices** on Thursday 25<sup>th</sup> January 2024 at 7.00 pm.

To view the agenda please click the link below:

<https://ecclesfield-pc.gov.uk/document-category/agendas/>

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

## **Public Participation**

Please note that prior to the commencement of the meeting there will be an informal opportunity for members of the public to ask questions 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). The Chairman may direct that a written response be provided if a satisfactory verbal response cannot be given.

---

## **MEETING**

### **Committee Membership**

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

\*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 participation 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**

### **2023/22 (SC). Apologies and Reasons for Absence**

To note any apologies.

To approve reasons for absence.

### **2023/23 (SC). Declarations of Interest**

To record any requests for dispensation.

To receive and record any declarations of interests not already declared under the Members Code of Conduct or Members Register of Disclosable Pecuniary Interests.

### **2023/24 (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.

Staffing Committee Agenda 25/1/24

### **2023/25 (SC). Councillor representation on Staffing Committee and next steps**

To note the resignation of Councillor Michael Morrissey, following his appointment to the Finance and Premises Committee, and consider next steps.

### **2023/26 (SC). Staffing Committee Minutes**

To consider the minutes, including any arising actions, of the Staffing Committee meeting held on 28<sup>th</sup> September 2023 (attached as Item 26a), including an update on item 20a **“RESOLVED:** That 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”.

### **2023/27 (SC). Cleaning Service**

To receive a verbal update on the process for recruiting a replacement cleaner for the Council Offices and adjoining Community Room.

### **2023/28 (SC). General Staffing Update**

To receive a verbal report by the Clerk and Chairman on various staffing issues including DBS checks, annual appraisals and training (both Councillors and officers).

### **2023/29 (SC). Date and Time of Future Meetings**

The next Staffing Committee Meeting is scheduled for Thursday 28<sup>th</sup> March 2024 at 7.00 pm at the Council Offices.