

Killamarsh Parish Council

Killamarsh Sports Centre
Killamarsh Community Campus
Stanley Street
Killamarsh, S21 1EL

Tel: 0114 247 2260

Email: parish.office@Killamarsh-pc.gov.uk

Website: www.killamarsh-pc.gov.uk



Locum Parish Clerk: Ms Safia Kauser

Email: parish.clerk@killamarsh-pc.gov.uk

Date Issued: 27 January 2021

NOTICE OF AN EXTRAORDINARY MEETING

In accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meeting Regulations 2020); this meeting will be held using a remote conference facility.

To All Members of the Personnel Committee

Notice is hereby given that an Extraordinary meeting of the Personnel Committee will be held virtually via Zoom Video Conference on Tuesday 02nd February 2021 at 4.30pm

Carol Lacey

Councillor Carol Lacey

Chairman of the Personnel Committee

Virtual Meeting Joining Instructions

1) Click on the direct meeting invitation:

<https://us02web.zoom.us/j/86471220166?pwd=N0cxK2JXNXVTek51QURFTjJDSkVWQT09>

2) Enter the Meeting ID: 864 7122 0166 and then enter the Password: 616628

3) Alternatively you can dial: 0203 481 5237 or 0203 051 2874 or 0203 901 7895 or 0131 460 1196 and then enter Meeting ID: 864 7122 0166 followed by Password: 616628 (local call rate charges may apply)

Personnel Committee Membership

Cllr Carol Lacey (Chair)

Cllr Nick Challenger

Cllr Pat Bone

Cllr Eva Thompson

Cllr Kevin Bone

Recording of Council Meetings

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Public Participation

- Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting
- Any member of the public shall not speak for more than three minutes.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

AGENDA

1.	Chairman's Opening Remarks To receive the Chairman's opening remarks. The Chairman will notify those present about the holding of virtual meetings.
2.	Apologies for Absence To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.
3.	Declarations of Disclosable Pecuniary and Other Interests 3.1 To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117. Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place. 3.2 To receive, consider and record councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.
4.	Adjournment for Public Participation To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.
5.	Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960 To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.
6.	Minutes To approve the draft minutes of the Personnel committee meeting held on the 19 October 2020.
7.	Parish Clerk and RFO Recruitment To receive an update on the recruitment timetable for the Parish Clerk/RFO post and to resolve the next steps. Members are requested to consider: <ul style="list-style-type: none">• Locum Clerk position, contract and handover process• Changes required to the post due to internal organizational changes that will impact the salary, job role and person specification.• Combined role or potential splitting of the role• Applications received. The closing date was 31 December 2020.• Shortlisting• Interview panel, interviews and start date Note: Supporting documents to be sent separately.
8.	Deputy Clerk Position To consider the recruitment timetable for the Deputy Clerk position and to agree the job advert, job description and person specification.

<p>9.</p>	<p>Handyperson</p> <p>9.1 To consider a review of the Handyperson duties in view of the alternative duties carried out during lockdown and issues that have impacted the replenishment of the village grit bins.</p> <p>9.2 To review the recruitment of the second Handyperson vacancy that has recently been advertised on the Parish Council website and to consider alternative cover in the absence of a Handyperson.</p>
<p>10.</p>	<p>Sports Centre Personnel</p> <p>10.1 To consider a temporary salary increase for the Sports Centre Supervisor post in view of the management duties carried out in the absence of the Operations Manager. Members are requested to take into account the additional responsibilities assigned to the post holder. The Sports Centre committee members support a temporary salary uplift in recognition of the additional duties.</p> <p>10.2 To consider the TUPE implications in view of the transfer of the Sports Centre from 01 April 2021. Councillor Clough to report on this item.</p>
<p>11.</p>	<p>Any items for discussion for a future agenda</p> <p>To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p>
<p>12.</p>	<p>Date of the Next Committee Meeting</p> <p>To agree a date for the next ordinary meeting of the Personnel committee to be convened.</p>

Minutes of a meeting of the Personnel Committee of Killamarsh held Monday 19th October 2020 at 4:45pm

This was a virtual meeting which could also be accessed by telephone.

Present: N Challenger P Bone E Thompson C Lacey

Members of the public x 3

1. Apologies for Absence

There were no apologies for absence, all councillors were in attendance.

2. Declarations of member's interests

No members declared any interests

3. To determine which items, if any, should be taken with the public excluded.

Item 9 "Recruitment" was deferred to closed session.

4. Personnel Minutes - To approve the accuracy of the minutes of the last meeting

Draft minutes of the Personnel Committee meeting held 22nd June 2020 – were approved as accurate.

5. Chairman's announcements

Due to no Chairman being in place at this point, no announcements were made.

6. Public Participation

There was a 15-minute period for members of the public to put questions or bring matters to the attention of the council. As no members of the public wished to speak, the meeting went on to the following agenda item.

7. Discussion and Election of a new chair of the Personnel Committee

Cllr Thompson proposed for Cllr Lacey to be elected as chair of the Personnel Committee. This was seconded by Cllr Challenger.

RESOLVED Unanimous vote for this proposal. Cllr Lacey was elected as Chair of the Personnel Committee.

8. Training, Learning and Development Policy, Lone Working Policy and Grievance Policy

Cllr Thompson proposed that the amendments, (which had been circulated to the Personnel Committee) to these policies, be discussed and decided upon for further presentation to the Full Parish Council. Cllr Thompson also suggested any mentions of the Bar and Catering including the manager be removed from amendments. Cllr Challenger proposed these be referred to the Full Parish Council for consideration, seconded by Cllr Bone.

RECOMMENDATION (unanimous) For Cllr Thompson to issue her suggested amendments in the aforementioned policies in red lettering for clarity to all councillors.

RECOMMENDATION (unanimous) To refer these amendments to the Full Parish Council for consideration.

9. Items for the next Personnel Agenda

- a. Recruitment Policy – This has not been updated since November 2016
- b. Personal Management Policy – Discuss details of policy from Cllr Thompson's query 16th May 2020
- c. Staff Handbook – Needs looking at again, as this was referred back to the Personnel Committee but hasn't been approved.
- d. DBS Checks – Review whether all staff have current DBS certificates in place.
- e. Whistleblowing Policy – Proposed by Cllr Thompson we should have a policy in place, seconded by Cllr Bone.
- f. Staff Contracts – Cllr Bone requested the viewing of all Staff Contracts.

10. Recruitment

Referred to Closed Session. Private and Confidential

11. Date and time of next Ordinary Meeting

To be arranged.

Meeting closed 17.45pm