



## Report to Policy Committee

### Author/Lead Officer of Report:

Craig Rogerson,  
Principal Democratic Services Officer Team Manager

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**Report of:** *Chief Operating Officer*

**Report to:** *Strategy and Resources Policy Committee*

**Date of Decision:** *24 July 2024*

**Subject:** *Staff Retirements*

Has an Equality Impact Assessment (EIA) been undertaken? Yes  No

If YES, what EIA reference number has it been given? *(Insert reference number)*

Has appropriate consultation taken place? Yes  No

Has a Climate Impact Assessment (CIA) been undertaken? Yes  No

Does the report contain confidential or exempt information? Yes  No

If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-

*“The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended).”*

### Purpose of Report:

To report the retirement of the following staff from the Council's Service and to convey the Council's thanks for their work.

**Recommendations:**

To recommend that Strategy and Resources Policy Committee:-

- (a) place on record its appreciation of the valuable services rendered to the City Council by the members of staff in the Portfolios stated;
- (b) extend to them its best wishes for the future and a long and happy retirement; and
- (c) direct that an appropriate extract of the resolution now made, under the Common Seal of the Council, be forwarded to those staff with over 20 years' service.

**Background Papers:**

*(Insert details of any background papers used in the compilation of the report.)*

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: <i>N/A</i>
		Legal: <i>N/A</i>
		Equalities & Consultation: <i>N/A</i>
		Climate: <i>N/A</i>
	<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>EMT member who approved submission:</b>	<i>James Henderson</i>
3	<b>Committee Chair consulted:</b>	<i>Tom Hunt</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Committee by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> <i>Jane English</i>	<b>Job Title:</b> <i>Director of People and Culture</i>
	<b>Date:</b> <i>24 July 2024</i>	

## 1. PROPOSAL

To report the retirement of the following staff from the Council's Service and to convey the Council's thanks for their work:-

<u>Name</u>	<u>Post</u>	<u>Years' Service</u>
<b><u>Children's Services</u></b>		
Anne Bennett	Curriculum Specialist, Lowfield Community Primary School	21
Gina Dale	Senior Teaching Assistant Level 3, Arbourthorne Community Primary School	24
Stephen Douglas	Specialist Teaching Assistant	22
Paula Elliff	Senior Teaching Assistant Level 3, Ecclesall Primary School	23
Linda Etches	Learning Support Assistant and Supervisory Assistant, Shooters Grove Primary School	33
Feona Garrett	Primary School Assistant, Westways Primary School	23
Julie Holmes	Senior Teaching Assistant Level 3, Mossbrook School	25
Nicola Hunter	Senior Teaching Assistant Level 3, Halfway Nursery Infant School	23
Lindsay Tatham	Administration Assistant, Halfway Nursery Infant School	21
Susan Wood	Teaching Assistant Level 2, Angram Bank Primary School	21
<b><u>City Futures</u></b>		
Neil Fenwick	Engineer	42
<b><u>Neighbourhood Services</u></b>		
Mark Gill	Gardener	44
Julie Hayward	Business Support Assistant	30

**Strategic Support Services**

Tina Andrews	Payroll Team Leader	39
Jeremy Hamm	Assistant Team Manager	35