

## KIRKBURTON PARISH COUNCIL

### STAFFING COMMITTEE

#### MINUTES OF THE MEETING ON THURSDAY, 23<sup>rd</sup> FEBRUARY 2012 AT 8.45 pm AT BURTON VILLAGE HALL

Present: Cllr S Dunford in the Chair  
Cllrs R Barraclough, R Burton, J Hirst, J Paxton  
Officers in attendance: Mrs R Perry and Mrs A Royle

There were no apologies as all members were present.

**S14 Apologies and  
Declarations of  
Interest**

No members of the public were present.

**S15 Public  
Participation**

**Resolved:** To hold the discussion of the Items minuted as S19 and S20 in private session as they concern identifiable living individuals and the discussion would divulge exempt information.

**S16 Admission of  
Public**

**Resolved:** To change the order of business as below.

**S17 Order of Business**

Members discussed the current system and considered alternatives. The Clerk advised that as changes would result in amendments to the job descriptions, the Council was required to consult with the staff before taking a final decision.

**S18 Staffing of Council  
and Committee  
Meetings**

**Resolved:** To maintain the existing system and to review it again in the next Council year, when any proposals will be discussed at a meeting with the two members of staff and the Line Manager.

The Line Manager gave updates on the current workload situation and discussed certain tasks in detail. The Clerk also gave a verbal report.

**S19 Reports from the  
Line Manager &  
Staff**

The Committee thanked both members of staff and the Line Manager for their efforts.

Members noted the Clerk's staff appraisal and discussed some specifics.

**S20 Clerk's Staff  
Appraisal**

**Resolved:** To approve the staff appraisal report, with the amendment (subject to Mrs Royle's agreement), that the reference to Emley Show is disregarded as it is not relevant to the year under review.

Mrs Royle agreed to the above amendment.

**Resolved:** That the Line Manager and the Clerk would work together to identify some short-term objectives based on the Action Plan.

Cllr Burton was thanked for carrying it out.

The meeting then closed.