

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

MINUTES OF THE MEETING ON THURSDAY, 7TH SEPTEMBER 2011 AT 9.15 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	
Apologies were received from Cllr R Beaumont	S1 Apologies and Declarations of Interest
No declarations of interest were made.	
No members of the public were present.	S2 Public Participation
Resolved: To hold the meeting in private session as it concerns identifiable living individuals.	S3 Admission of Public
Members noted the Council's staff appraisal system and noted several small changes to be made to it.	S4(a) Review of Staff
Resolved: To accept the Council's staff appraisal system with several small changes.	
Members considered how to assess the Administrative Support Officer's performance when considering the appointment at the end of the probationary period in December.	S4 (b) Review of Staff
Resolved: To put on Management and Finance committee agenda for November meeting.	
Members considered Society membership for the Administrative Support Officer.	S5 Society of Local Council Clerks
Resolved: Council will cover the fee for membership of the Society of Local Council Clerks for the Administrative Support Officer.	
The Line Manager and the Clerk gave an update on staffing and administration issues.	S6 Reports from Line Manager & Staff
The meeting then closed.	