

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

MINUTES OF THE MEETING ON THURSDAY, 17th NOVEMBER 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

There were no apologies as all members were present.

**S7 Apologies and
Declarations of
Interest**

Mrs Perry declared a prejudicial interest in items 4 and 5 as she is the subject of the items.

No members of the public were present.

**S8 Public
Participation**

Resolved: To hold the meeting in private session as it concerns identifiable living individuals and the discussion would divulge exempt information.

**S9 Admission of
Public**

Mrs Perry and Mrs Royle left the meeting.

**S10 Administrative
Support Officer**

Recommended: To recommend confirmation of the appointment of the Administrative Support Officer.

Mrs Perry and Mrs Royle returned to the meeting and were informed of the recommendation.

Mrs Perry and Mrs Royle left the meeting.

**S11 Proposed Changes
to Administrative
Support Officer's
Contract**

Members considered the proposed changes to the Administrative Support Officer's contract as detailed on the attached sheet.

Recommended: That Council agrees to Item 1, reconsiders Items 2 and 3 when the Administrative Support Officer has completed one year's service and does not implement Item 4.

Mrs Perry and Mrs Royle returned to the meeting.

Recommended: That the Management & Finance Committee includes £35,000 in next year's budget for employment costs.

**S12 Employment Costs
Budget 2012-13**

The Clerk gave an update on current issues. The Chairman thanked staff for their efforts.

**S13 Reports from Line
Manager & Staff**

The Line Manager also thanked staff for their efforts and raised various administrative issues.

The meeting then closed.