

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

MINUTES OF THE MEETING ON WEDNESDAY 24TH APRIL 2013 AT 8.30 pm AT BURTON VILLAGE HALL

Present: Cllr R Burton in the Chair
Cllrs S Beresford, S Dunford, J Hirst and J Paxton.
Officer in attendance: Mrs R Perry

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| <p>Apologies were received from Cllr R Barraclough and Mrs A Royle, the reasons for which were accepted.</p> <p>There were no declarations of interest.</p> <p>No members of the public were present.</p> <p>Resolved: To hold the meeting in a private session as it concerned identifiable living individuals and the discussions were likely to divulge exempt information.</p> <p>Members received a verbal report from the Line Manager who had attended the Employment Issues training session. It was noted that e-learning for both staff and Councillors should be considered as a more cost effective way of training.</p> <p>Resolved: To continue to positively support all training for staff to enhance their skills.</p> <p>Members considered requesting each staff member to carry out the same risk assessment which is done for the office.</p> <p>Resolved: That both members of staff sign waiver agreements which covers the risk assessment factor for home working.</p> <p>The Line Manager reported on the on-going problem of a lack of ventilation in the office and members considered how to address this problem.</p> <p>Resolved: To write to the Management Committee of Burton Village Hall explaining that the ventilation problem has arisen again and needs resolving urgently.</p> <p>Members considered approving the Staff Appraisals and had a discussion. It was noted that there are particular issues with some Councillors arranging things without going through the correct consultative route which is then taking a lot of staff time to resolve.</p> <p>Resolved: To approve the staff appraisals for both members of staff.</p> <p>Resolved: A Do and Don't List for all Councillors to be produced in consultation with the Clerk.</p> <p>In light of the Staff Appraisals members considered the need for clarification of the Administrative Support Officers role and discussed possible amendments to the job description and job title in consultation with Mrs Perry.</p> <p>Resolved: Mrs Perry's job description to be amended after discussion with the Clerk and the Line Manager and in consultation with Mrs Perry.</p> <p>Resolved: To rename the job title Assistant Clerk.</p> <p>Members received a brief verbal report from the Line Manager. There were no issues or problems that need discussion at the present time.</p> <p>The meeting then closed.</p> | <p>S19 Apologies and
Declarations of
Interest</p> <p>S20 Public
Participation</p> <p>S21 Admission of
Public</p> <p>S22 Employment Issues
Training Session</p> <p>S23 Risk Assessments
for Home Working</p> <p>S24 Ventilation
Problem in the
Office</p> <p>S25 Staff Appraisals</p> <p>S26 Administrative
Support Officer</p> <p>S27 Reports from Line
Manager and the
Staff</p> |
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The above resolutions are Council decisions, taken by the Staffing Committee under its delegated authority.