

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

MINUTES OF THE MEETING ON THURSDAY, 20th SEPTEMBER 2012 AT 8.30 pm AT BURTON VILLAGE HALL

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

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| <p>Apologies were received from Cllr S Dunford, the reason for which was 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 private session as it concerned identifiable living individuals and the discussion would divulge exempt information.</p> <p>The Chairman thanked Mrs Perry for the work she is currently doing on behalf of the Council and the Clerk endorsed his comments.</p> <p>Mrs Perry and Mrs Royle left the meeting.</p> <p>The Committee reviewed the terms and conditions under which the Administrative Support Officer is employed, in line with the contract and made the following changes:</p> <p>Resolved: To enrol Mrs Perry into the West Yorkshire Pension Fund, to decrease the contracted hours to 15 per week, and to adjust the contract to include sick leave on the same basis as the Clerk's contract.</p> <p>The Committee considered Mrs Perry's request to vary her working arrangements. It was agreed that the Line Manager would discuss the issue with Mrs Perry and it would be reconsidered at the next Staffing Committee meeting.</p> <p>Members considered making changes to the existing staffing arrangements for meetings following Mrs Perry's successful completion of the Working With Your Council course.</p> <p>Resolved: That Mrs Perry will run the Environment Committee, the K9 Clean Up Working Party and the Fruit Trees Working Party.</p> <p>Recommendation: That the Council conducts a full review of the staffing needs of the Council.</p> <p>Mrs Perry and Mrs Royle returned to the meeting.</p> <p>The Clerk and the Line Manager gave an update on current issues.</p> <p>Cllr Barraclough resigned as Line Manager, but expressed a willingness to act as the Deputy Line Manager until the next Annual Meeting. Cllr Hirst agreed to take over the role as Line Manager pending confirmation at Council.</p> <p>The meeting then closed.</p> | <p>S1</p> <p>S2</p> <p>S3</p> <p>S4</p> <p>S5</p> <p>S6</p> | <p>Apologies and
Declarations of
Interest</p> <p>Public
Participation</p> <p>Admission of
Public</p> <p>Administrative
Support Officer</p> <p>Staffing of Council
& Committee
Meetings</p> <p>Reports from Line
Manager & Staff</p> |
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