

## KIRKBURTON PARISH COUNCIL

### STAFFING COMMITTEE

#### MINUTES OF THE MEETING ON THURSDAY, 14<sup>th</sup> NOVEMBER 2013 AT 8.00 pm AT BURTON VILLAGE HALL

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

<p>Apologies were received from Cllr S Dunford, the reason for which were accepted. Absent: Cllr C Whittingham</p> <p>There were no declarations of interest.</p> <p>No members of the public were present.</p> <p><b>Resolved:</b> To hold the discussions in private session as they concerned identifiable living individuals and the discussions were likely to divulge exempt information.</p> <p>The Line Manager reported that the annual inflationary increases had been implemented for both members of staff in accordance with the NALC recommendations.</p> <p>Members considered the draft job description for the Assistant Clerk, which had been drawn up in consultation with Mrs Perry.</p> <p><b>Resolved:</b> To adopt the job description for the Assistant Clerk.</p> <p>Mrs Perry left the meeting.</p> <p>Members discussed the appropriate salary for the Assistant Clerk.</p> <p><b>Resolved:</b> To adopt the scale LC1 SCP 21 – 23 with effect from 1<sup>st</sup> December 2013 and the increments to be implemented on 1<sup>st</sup> April in 2014 and 2015. Also to consider the pay scale beyond SCP 23 in 2015.</p> <p>Mrs Perry returned to the meeting.</p> <p>Members noted the employment costs element of the budget and accounts.</p> <p><b>Recommendation:</b> That the Management &amp; Finance Committee includes £39,000 in next year's budget for employment costs.</p> <p>Members considered the updated Action Plan and received a report from the Line Manager, which also covered the arrangements made with regard to the Clerk's absence on compassionate leave earlier in the year. Both members of staff were thanked for their efforts, and the Assistant Clerk received particular thanks for the professional way in which she had coped when the Clerk had been unavoidably absent. There was also a discussion about the youth engagement project and its impact on the staff.</p> <p>The meeting then closed.</p>	<p><b>S1</b></p> <p><b>S2</b></p> <p><b>S3</b></p> <p><b>S4</b></p> <p><b>S5</b></p> <p><b>S6</b></p> <p><b>S7</b></p>	<p><b>Apologies and Declarations of Interest</b></p> <p><b>Public Participation</b></p> <p><b>Admission of Public</b></p> <p><b>Staff Salaries</b></p> <p><b>Assistant Clerk's Contract / Job Description</b></p> <p><b>Employment Costs Budget 2014/15</b></p> <p><b>Reports from Line Manager &amp; Staff</b></p>
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The above resolutions are Council decisions, taken by Staffing Committee under its delegated authority.