

## KIRKBURTON PARISH COUNCIL

### STAFFING COMMITTEE

#### MINUTES OF THE MEETING ON THURSDAY, 8 JANUARY 2015 AT 8.45 pm AT BURTON VILLAGE HALL

Present: Cllr C Whittingham in the Chair  
Cllrs S Beresford, P Brook, J Hirst, L Holroyd and J Paxton.  
Officers in attendance: Mrs L Gardner and Mrs A Royle.

Apologies were received from Cllrs R Burton and S Dunford.

**S16 Apologies and  
Declarations of  
Interest**

There were no declarations of interest.

No members of the public were present.

**S17 Public  
Participation**

**Resolved:** To hold the discussions in a private session as they would divulge exempt information.

**S18 Admission of  
Public**

The Clerk reported the inflationary increases and non-consolidated payments agreed by NALC and implemented in accordance with the employment contracts.

**S19 Annual Increases**

Members noted the written report on the Clerk's staff appraisal.

**S20 Clerk's Staff  
Appraisal**

**Resolved:** To adopt the written report.

Members considered confirming Mrs Gardner's appointment as Assistant Clerk. Mrs Gardner addressed the Committee before leaving the meeting.

**S21 Assistant Clerk to  
the Council**

The Line Manager and Clerk gave verbal reports on Mrs Gardner's performance during her probationary period in the position of Assistant Clerk. Both recommended that her position is confirmed.

**Resolved:** To confirm Mrs Gardner as Assistant Clerk to the Council.

Mrs Gardner re-entered the meeting and was thanked by all the members for her efforts on behalf of the Council.

The Line Manager and the Clerk gave updates on the current administrative situation. The Clerk reported that a review had been undertaken on the current Quality Status scheme. Councils currently in possession of the award are required either to register at the Foundation level for one year free of charge, or to apply to re-accredit for one of the higher grades by 31 January 2015. Members discussed the matter and requested the Clerk to use her delegated authority to re-accredit at the Foundation level.

**S22 Reports from Line  
Manager & Clerk**

The meeting then closed.

The above decisions have been taken under delegated authority granted to the Committee by the Council.