

**KIRKBURTON PARISH COUNCIL**

**SERVICE REVIEW COMMITTEE**

**MINUTES OF A MEETING ON THURSDAY 31<sup>st</sup> JULY 2014  
AT 7.00 pm AT BURTON VILLAGE HALL**

Present: Cllr P Brook (In the Chair)

Cllrs R Barraclough, S Beresford, R Burton, S Dunford, J Hirst and J Paxton.  
In Attendance: Mrs A Royle and Mrs L Bradley, Pennine Business Partnership.

No apologies were received.

**SR1**      **Apologies and  
Declarations of  
Interest**

No interests were declared.

There were no members of the public present.

**SR2**      **Public Participation**

**Resolved:** To hold the discussion on the Interim Report in a private session as the discussion would divulge exempt information.

**SR3**      **Admission of the  
Public**

Mrs Bradley gave a summary of how the review had been approached and highlighted particular issues where it was felt there could be improvements or alternatives. A general discussion between Mrs Bradley and the Committee members took place around those issues. The Clerk agreed to provide a copy of the Council's staff appraisal system to Mrs Bradley so she could review it, in particular in terms of setting objectives and measuring outcomes.

**SR4**      **Interim Report**

A discussion took place on the next actions needed and the areas of work identified as priorities.

Mrs Bradley agreed to provide a written resumé of the additional information she had provided and proposals for the next steps.

Mrs Bradley was then thanked for attending and she left the meeting.

The members had a short discussion and exchanged views on the way forward.

**SR5**      **Future Programme**

**Recommendation:** To formally request the resumé in writing to be received by the September Parish Council meeting.

**Recommendation:** To carry out a survey amongst Council members on the grants system to try and assess if they are being targetted in the best way, or if there are any improvements which could be implemented. The survey is to be conducted via Survey Monkey and on paper.

**Recommendation:** To debate the subject at a full Council meeting when the results have been analysed.

**Recommendation:** That the Clerk is given delegated authority to set the questions in consultation with the Committee members.

The meeting then closed.