

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

MINUTES OF THE MEETING ON THURSDAY, 12 NOVEMBER 2015 AT 8.15 pm AT BURTON VILLAGE HALL

Present: Cllr P Brook in the Chair

Cllrs S Beresford, R Burton, L Holroyd and J Paxton.

Officers in attendance: Mrs L Gardner and Mrs A Royle.

No apologies were received as all members were present.

**S8 Apologies and
Declarations of
Interest**

There were no declarations of interest.

No members of the public were present.

**S9 Public
Participation**

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

**S10 Admission of
Public**

The Line Manager reported on the Staff Appraisals. Both members of staff were thanked for their efforts over the previous year.

S11 Staff Appraisals

Resolved: To adopt the Staff Appraisal forms as presented.

Members considered the proposal of appointing Mrs Gardner as Deputy Proper Officer.

**S12 Deputy Proper
Officer**

Resolved: To appoint Mrs Gardner as Deputy Proper Officer.

Members noted the report on additional unpaid hours worked by both members of staff and discussed the means of decreasing this.

S13 Staff Hours

Resolved:

- To close the office on 10 December for Christmas.
- That the Clerk will stop attending the Friends of Kirkburton Library meetings.
- That the Clerk will stop attending Environment Committee meetings.
- That the Assistant Clerk will take over the initial supervision and regular inspections of Grange Moor allotments.
- That the Line Manager will continue to monitor the situation and will report back to the next Staffing Committee meeting.

Resolved: That the Line Manager and the two members of staff would seek additional measures to bring the staff hours back to the contracted hours, and to implement them if the actions fell within the Clerk's delegated authority.

At the request of members, the Clerk and the Assistant Clerk provided information on the benefits the Council received from the staff being members of the Society of Local Council Clerks and the Institute of Local Council Managers.

**S14 SLCC / ILCM
Membership**

Mrs Gardner and Mrs Royle left the meeting

Members discussed the issue of membership of the two organisations.

Resolved: That both members of staff retain membership of the Society of Local Council Clerks, and that the Clerk ceases to be a member of the Institute of Local Council Managers. Mrs Gardner and Mrs Royle returned to the meeting.

Members noted the employment costs element of the budget and accounts.

**S15 Employment Costs
Budget 2016/17**

Recommendation: That the Management & Finance Committee includes £40,220 in next year's budget for employment costs, subject to any statutory changes announced by Central Government.

The Line Manager gave updates on the current administrative situation and reported on current health and safety problems.

**S16 Report from the
Line Manager**

The Clerk gave an update on the office situation, current workload and priorities for the rest of the calendar year.

**S17 Report from the
Clerk**

Resolved: That the Clerk would liaise with the Chairman on the date of the next meeting.

S18 Next Meeting

The meeting then closed.

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