

## KIRKBURTON PARISH COUNCIL

### STAFFING COMMITTEE

#### MINUTES OF THE MEETING ON THURSDAY, 12 JANUARY 2017 AT 7.30 pm AT BURTON VILLAGE HALL

Present: Cllr R Burton in the Chair  
Cllrs S Beresford, P Brook, R Franks and L Holroyd.  
Officer in attendance: Mrs A Royle.

Apologies were received from Cllr J Taylor.

**S10 Apologies and  
Declarations of  
Interest**

There were no declarations of interest.

No members of the public were present.

**S11 Public  
Participation**

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

**S12 Admission of  
Public**

It was reported that currently no members were working for the Council on a voluntary basis and that there was a serious backlog in the administration. The Clerk distributed a document showing how tasks could be divided between Councillors / Volunteer members of the public / Clerk/RFO / Admin Assistant.

**S13 Volunteer  
Councillors /  
Functions**

**Resolved:** To distribute the document to all members and to table an agenda item at the next Parish Council meeting, asking if any members were willing to take up any of the tasks.

The Chairman reported there had been difficulties in convening meetings with the Chairmen / Mayors of the other Parish / Town Councils in Kirklees.

**Resolved:** That each would be contacted in writing to enquire how their council operated in terms of staffing / volunteer numbers, size and functions.

Members considered the legal position of having Councillors working on a voluntary basis for the Council. The Clerk reported that it was best practice to have volunteers sign a written agreement with the Council before operating on its behalf. It was understood this was a safeguard for both the individual and the Council.

**S14 Legal Position**

**Resolved:** That members would be required to sign a written agreement with the Council when they agreed to undertake any work on its behalf.

Members discussed whether the vacancy needed to be filled, and made the following recommendations to the Management & Finance Committee:

**S15 Vacancy**

**Recommendation:** That due to the small amount of savings, the Management & Finance Committee considers recommending the Council appoints an Assistant Clerk, on the existing job description and person specification.

Members considered the Employment Costs Budget for 2017/18.

**S16 Employment Costs  
Budget 2017/18**

**Recommendation:** That the Management & Finance Committee includes £40,623 in next year's budget for employment costs.

The Line Manager gave further details on the backlog in the office and praised the Clerk for the sensible way she had prioritised tasks.

**S17 Line Manager's  
Report**

The Clerk reported the current position with regard to the administration of the Council. She asked for understanding when certain tasks took longer to complete than previously due to the problems outlined above. She also indicated that she was concerned at the high volume of workload and was feeling some stress as a result of the increasing backlog.

**S7 Clerk's Report**

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

**S8 Date of Next Meeting**

The meeting then closed.

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