

## KIRKBURTON PARISH COUNCIL

### STAFFING COMMITTEE

#### MINUTES OF THE MEETING ON THURSDAY, 15 SEPTEMBER 2016 AT 7.30 pm AT BURTON VILLAGE HALL

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

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| <p><b>Resolved:</b> To elect Cllr Burton as Chairman of the Committee for the year 2016-17</p>  | <p><b>S1 Election of Chairman</b></p>                   |
| <p>Apologies were received from Cllr R Franks.</p>  | <p><b>S2 Apologies and Declarations of Interest</b></p> |
| <p>There were no declarations of interest.</p>  |   |
| <p>No members of the public were present.</p>   | <p><b>S3 Public Participation</b></p>                   |
| <p><b>Resolved:</b> To hold the discussions of the following items in a private session as they would divulge exempt information.</p>   | <p><b>S4 Admission of Public</b></p>                    |
| <p>Members considered the job description and person specification for the Assistant Clerk and discussed how to cover the work previously undertaken by the Assistant Clerk. The Line Manager produced a detailed report itemising the tasks undertaken by the administrative function of the Council, those previously undertaken by the Assistant Clerk and tasks which could be undertaken by an Administrative Assistant instead of an Assistant Clerk. It was noted that the employment of the former would reduce the amount of local government training necessary and could result in savings to the Council.</p> | <p><b>S5 Vacancy for Assistant Clerk</b></p>            |
| <p><b>Resolved:</b> To request the Clerk to categorise the list of tasks into the following four groups: tasks which must / could be done by a) the Clerk/RFO, b) an Administrative Assistant, c) a Parish Councillor and d) an unpaid volunteer.</p>   |   |
| <p><b>Resolved:</b> That the Parish Council Chairman would speak to the Chairmen of the other four Parish / Town Councils at a meeting he was attending on 19 September and organise a visit to each one by the PC Chairman, the Line Manager and Cllr Taylor, to discuss with appropriate members, how the workload is managed in each Council, and report back to the Committee.</p>  |   |
| <p>It was noted that the Clerk was having difficulty keeping up to the increased workload until measures are put in place to manage the tasks formerly completed by the Assistant Clerk. Cllr Taylor volunteered to make the necessary checks on the small annual grant applications received.</p>  |   |
| <p><b>Resolved:</b> To ask the other members of the Council if anyone was willing to help out in the short-term.</p>  |   |
| <p><b>Resolved:</b> To make a report to the Management &amp; Finance Committee on the outcome of this meeting and to defer making recommendations to the Management &amp; Finance Committee until a further Staffing Committee meeting has considered feedback from the other Parish / Town Councils.</p>   |   |
| <p><b>Resolved:</b> To defer consideration of advertising the post and electing a Sub-Committee to shortlist, interview and fill the vacancy.</p>   |   |
| <p>The Line Manager gave an update on the current situation, and stressed how difficult it was at present for the Clerk working alone. The Chairman thanked the Line Manager for her efforts she had taken in preparing the written reports, which she had provided to the Committee.</p>   | <p><b>S6 Line Manager's Report</b></p>                  |

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. She thanked the Line Manager for the support and help she had provided.

**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.