

**KIRKBURTON PARISH COUNCIL
STAFFING COMMITTEE**

**MINUTES OF THE MEETING ON 1 NOVEMBER 2018
AT BURTON VILLAGE HALL, Highburton**

Present: Cllr B Armer in the Chair
Cllrs S Beresford, R Bray, P Brook, R Franks, L Holroyd and M Sykes.
Officer in attendance: Mrs A Royle

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| Resolved: To elect Cllr Armer as Committee Chairman for the year 2018-19. | S1 | Election of Chairman |
| Apologies were received from Cllr J Taylor, the reason for which was accepted. | | |
| There were no declarations of interest. | | |
| No members of the public wished to address the Committee. | | |
| Resolved: To hold the discussions in the private session, as they may divulge personal and confidential information. | | |
| S4 Admission of the Public | | |
| Members read the staff appraisal report including the targets identified and the specific training needs. | | |
| S5 Staff Appraisals | | |
| Resolved: To adopt the Staff Appraisal report and the targets identified. | | |
| Resolved: To provide urgent training for the Clerk on the General Data Protection Regulations, and training opportunities on time management and updates on other relevant topics. | | |
| A discussion took place on the funding of the above training courses. | | |
| Recommendation: That the Council makes available adequate budget provision to cover the above costs. | | |
| The Clerk reported that the annual salary had been increased by 2% from April 2018. | | |
| S6 Salary | | |
| Resolved: To note the information. | | |
| Cllr Holroyd wished to record her thanks to Cllr Beresford for his support and for carrying out some of the Line Manager's responsibilities since the beginning of the year. She expressed her willingness to continue to provide information on any issues, which she had dealt with as Line Manager. The Deputy Line Manager made a verbal report on the ongoing staff and administrative matters, reported leaves of absence and gave details of ongoing issues. | | |
| S7 Deputy Line Manager's Report | | |
| Resolved: To note the report. | | |
| The Clerk concurred with the Deputy Line Manager's comments and gave an outline of the current situation within the administration, including brief details of ongoing problems currently being experienced. She thanked the Deputy Line Manager and the Chairman for their help and support. | | |
| S8 Clerk's Report | | |
| Resolved: To note the Clerk's report. | | |
| Members noted the information on the Employment Costs budget line 2018-19, and considered submitting a recommendation to the Management & Finance Committee on next year's budget. | | |
| S9 Employment Costs Budget 2019-20 | | |
| Resolved: To recommend that the Management & Finance Committee includes a 2% increase in the budget for employment costs for the financial year 2019-20. | | |
| Resolved: The Clerk will liaise with the Chairman on the dates of the next meeting. | | |
| S10 Meeting Dates | | |
| The meeting then closed. | | |

NB: The resolutions recorded above are Council decisions taken by the Committee under its delegated authority.