

**KIRKBURTON PARISH COUNCIL  
STAFFING COMMITTEE**

**MINUTES OF THE MEETING ON 7 NOVEMBER 2019  
AT BURTON VILLAGE HALL, Highburton**

Present: Cllr S Beresford in the Chair  
Cllrs B Armer, R Barraclough, P Brook, R Burton and D Hardcastle.  
Officer in attendance: Mrs A Royle

- |   |            |   |
|---|------------|---|
| There were no apologies received, as all members were present.  | <b>S9</b>  | <b>Apologies and<br/>Declarations of<br/>Interest</b> |
| There were no declarations of interest.   |            |   |
| No members of the public wished to address the Committee.   | <b>S10</b> | <b>Public<br/>Participation</b>                       |
| <b>Resolved:</b> To hold the discussions on all items in the private session with the exception of Min S12, as they would divulge personal and confidential information.  | <b>S11</b> | <b>Admission of the<br/>Public</b>                    |
| Members noted the information circulated regarding the 2019 Practitioners Training Conference being held in Kenilworth on 26 and 27 February 2020.  | <b>S12</b> | <b>2019 Practitioners<br/>Training<br/>Conference</b> |
| <b>Resolved:</b> To nominate the Clerk to attend the conference.  |            |   |
| The Clerk reported that a 2% increase had been applied to her salary in April 2019 in line with the NJC recommendations and the Clerk's contract.   | <b>S13</b> | <b>Staff Salary</b>                                   |
| The Line Manager presented a verbal report updating members on the situation in the office and on meetings, he had held with the Clerk. He also reported on leaves of absence due to sickness. The subject of high workload was discussed and members considered various means of improving the situation, including the possibility of employing an Administrative Assistant to help reduce the problem. | <b>S12</b> | <b>Line Manager's<br/>Report</b>                      |
| <b>Resolved:</b> To note the Line Manager's report.   |            |   |
| The Clerk made a verbal report and outlined the problems with which she is currently dealing. She informed members that the situation with the heavy workload was continuing to be of concern and causing high stress levels. The Clerk reported on procedural issues following a meeting she had attended with the Secretary to the Mayor of Kirklees. It was agreed to delegate the Clerk accordingly.  | <b>S13</b> | <b>Clerk's Report</b>                                 |
| <b>Resolved:</b> To note the Clerk's report.  |            |   |
| Members noted the information on the Employment Costs budget line 2019-20, and considered submitting a recommendation to the Management & Finance Committee on next year's budget.  | <b>S14</b> | <b>Employment<br/>Costs Budget<br/>2020-21</b>        |
| <b>Resolved:</b> To recommend that the Management & Finance Committee includes a 2% increase in the budget for employment costs for the financial year 2020-21.   |            |   |
| <b>Resolved:</b> The Clerk will liaise with the Chairman on the dates of the next meeting.  | <b>S15</b> | <b>Meeting Dates</b>                                  |
| The meeting then closed.  |            |   |
| NB: The resolutions recorded above are Council decisions taken by the Committee under its delegated authority.  |            |   |