

## **Kirkburton Parish Council**

### **Staffing Committee**

#### **Minutes of the Meeting on 22 October 2020 held remotely**

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

#### **S1 Apologies and Declarations of Interest**

Apologies were received from Cllr D Hardcastle.

No declarations of interest were made.

#### **S2 Public Participation**

No members of the public wished to address the Committee.

#### **S3 Admission of the Public**

**Resolved:** To hold the discussions on all of the items except the risk assessments in the private session, as they either involve a future contract or would divulge personal and confidential information.

#### **S4 Risk Assessment Report**

The Committee noted the issues of lone working and the ventilation problem in the office, which had been raised in the annual risk assessment report. Members were reminded of the need to accompany the Clerk when she was locking the village hall after evening meetings. A discussion was held about the ventilation problem at the office, particularly with regard to the photocopier.

**Resolved:** To contact the KHCA to ask that the matter is investigated.

**Resolved:** To note the issues with lone working.

**Resolved:** To hold the discussion on the following items in private as they involve either a future contract, or will divulge personal information.

#### **S5 Administrative Assistant**

Members considered the draft Job Description and Person Specification as requested by the Management & Finance Committee.

**Resolved:** To submit the documents with the notified amendments to the Management & Finance Committee for consideration.

**S6 Staff Appraisal**

The Line Manager made a verbal report on the staff appraisal, which was now complete. The Clerk read out the final report to members. The Clerk thanked all members for their help over the year, and particularly the Chairman, Line Manager and M&F Committee Chairman for their support.

**Resolved:** To note the Staff Appraisal report.

**Recommendation:** That the Management & Finance Committee is requested to consider the issue of further training for members.

**Resolved:** Members thanked the Clerk for her work over the past year and particularly for coping so well with the Covid situation.

**S7 Line Manager's Report**

The Line Manager presented a verbal report updating members on the situation in the office.

**Resolved:** To note the Line Manager's Report.

**S8 Clerk's Report**

The Clerk made a verbal report and outlined the problems with which she is currently dealing. She outlined problems with the Council's current policy on appointing contractors and requested that it is reviewed.

**Resolved:** To note the Clerk's Report.

**Recommendation:** That the Management & Finance Committee is requested to review the current policy for appointing contractors.

**S9 Staff Salary**

The Clerk reported that the salary had been increased by 2.75% from 1 April 2020.

**S10 Employment Costs**

Members noted the current expenditure vs budget to date.

**Resolved:** To recommend that the Management & Finance Committee maintains the existing budget, plus an allocation for the new position.

**S11 Meeting Dates**

**Resolved:** That the Clerk will liaise with the Chairman and the Line Manager on the date of the next meeting.

The Chairman then closed the meeting.