

## KIRKBURTON PARISH COUNCIL

### STAFFING COMMITTEE

#### Minutes of the Meeting on 3 February 2022 held at Burton Village Hall

Present: Cllr D Hardcastle in the Chair  
Cllrs R Barraclough, S Beresford, P Brook, R Burton and J Cowan.

Officers in Attendance: Miss E Booth and Mrs A Royle.

#### **Min S14 Apologies and Declarations of Interest**

Apologies were received from Cllr B Armer.

There were no declarations of interest.

#### **Min S15 Public Participation**

No members of the public wished to address the Committee.

#### **Min S16 Admission of the Public**

**Resolved:** To hold the discussions in private, as they would divulge confidential / personal information.

#### **Min S17 Administrative Assistant**

Members received reports from the Line Manager and the Clerk on Miss Booth's performance to date, and considered whether to extend her position.

**Resolved:** To make Miss Booth's position permanent.

Miss Booth was thanked for her efforts.

#### **Min S18 Clerk's Staff Appraisal**

The Line Manager made a verbal report on the staff appraisal, which was now complete. The Chairman 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 accept the Staff Appraisal report.

#### **Min S19 Line Manager's Report**

The Line Manager gave a verbal update on the current situation in the office.

#### **Min S20 Clerk's Report**

The Clerk gave an update on the current work situation.

The Line Manager and the Clerk were both thanked for their reports and their efforts.

The Chairman then closed the meeting.