

## KIRKBURTON PARISH COUNCIL

### STAFFING COMMITTEE

#### Minutes of the Meeting on 1 December 2022 held at Burton Village Hall

Present: Cllr J Cowan in the Chair

Cllrs B Armer, R Barraclough, S Beresford, P Brook, R Burton and D Hardcastle.

Officer in Attendance: Mrs A Royle

#### **Min S1 Election of Committee Chairman 2022-23**

**Resolved:** To elect Cllr Cowan as Committee Chairman for the year 2022-23.

#### **Min S2 Apologies and Declarations of Interest**

No apologies were received as all members were present.

There were no declarations of interest.

#### **Min S3 Public Participation**

No members of the public wished to address the Committee.

#### **Min S4 Admission of the Public**

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

#### **Min S5 Staff Salaries**

The Clerk reported that the salary increase recommended by NALC had been implemented and backdated to April 2022. She further reported that the annual leave entitlement would increase by 1 day from April 2023.

Members considered the written report concerning a cost of living increase for the Administrative Assistant.

**Resolved:** That Miss Booth is put on the NALC Scale SCP9 with effect from 1 April 2022.

#### **Min S6 Employment Costs Budget**

Members noted written report on the budget and considered the Employment Costs budget requirements for the next financial year.

**Resolved:** To recommend that the Management & Finance Committee increases the Employment Costs budget by 7.5%.

#### **Min S7 First Aid Training**

Members noted the quotes received for first aid training and considered which course was most appropriate.

**Resolved:** That both members of staff will attend first aid training provided by St John's Ambulance.

**Min S8 Line Manager's Report**

The Line Manager gave a verbal update on the current situation in the office. The Administrative Assistant's training requirements were considered.

**Recommendation:** To invite the Administrative Assistant to attend occasional committee meetings for training purposes.

**Min S9 Clerk's Report**

The Clerk gave an update on the current work situation.

The Committee thanked both members of staff for their efforts, particularly over the last few weeks, which had been unusually busy.

**Min S10 Date of Next Meeting**

It was agreed that the Committee Chairman and the Clerk would liaise on the date of the next meeting.

The Chairman then thanked everyone for attending and closed the meeting.