

## KIRKBURTON PARISH COUNCIL

### STAFFING SUB-COMMITTEE

#### Minutes of the Meeting on 7 December 2023 held at Burton Village Hall.

Present: Cllr B Smith in the Chair  
Cllrs B Armer, P Brook, J Cowan and D Hardcastle.  
Officer in Attendance: Mrs A Royle.

#### **Min SSC1 Election of Chairman**

**Resolved:** To elect Cllr Smith as Chairman for 2023-24.

#### **Min SSC2 Apologies and Declarations of Interest**

No apologies were received as all members were present.

No declarations of interest were made.

#### **Min SSC3 Public Participation**

No members addressed the Committee in advance of the meeting.

#### **Min SSC4 Admission of the Public**

**Resolved:** To hold the discussions of the following items in private as they concerned a future contract.

#### **Min SSC5 Vacancy for a Clerk / Responsible Financial Officer**

Members reviewed the job description and person specification.

**Resolved:** To confirm the job description as circulated.

**Resolved:** To confirm the person specification with the following amendments: to include managing staff as an Essential, and ability to update the website and undertake the training course Introduction to Local Council Administration as Desirables.

The Clerk distributed the NALC template for an advertisement and details of good practice for recruitment and selection.

Members discussed the terms and conditions and noted the current salary scale for the position, which some members felt was too high. The Clerk advised that changing the salary scale would be a re-grading and therefore a Council decision.

**Resolved:** To refer the regrading of the position to the April Parish Council meeting.

**Resolved:** To defer the discussion on the remaining agenda items to the next meeting.

The Chairman then closed the meeting.