

KIRKBURTON PARISH COUNCIL

Staffing Sub Committee

Minutes of the Meeting on 31 October 2024 held at Burton Village Hall.

Present: Cllr J D Hardcastle in the Chair

Cllrs P Brook, B Armer, B Smith, J Cowan

Officer in Attendance: E Kilner

Min SSC12 Apologies and Declarations of Interest

No apologies were received as all members were present.

No declarations of interest were made.

Min SSC13 Public Participation

No members of the public addressed the Committee before the meeting.

Min SSC14 Admission of the Public

Resolved: To hold the meeting in the private session.

Min SSC15 Vacancy for a Clerk / Responsible Financial Officer

(a) Review of the level of salary offered

Members discussed the salary level.

Resolved: That the vacancy for Clerk / Responsible Financial should be re-advertised with a salary pro rata in accordance with National Joint Council recommendations pay scale SCP 30 (£38,223 based on 37 hours per week).

Resolved: That the vacancy should be re-advertised on the Yorkshire Local Council Association (YLCA) website, Parish notice boards and the Parish Council website.

Action: The Temporary Clerk to ask Kirklees Council if it would be possible to advertise the vacancy on the Kirklees Jobs website.

(b) Review of the wording and style of the re-advertising for the post

Members discussed the style and wording of the advertising for the post.

Resolved: That the second paragraph of the advert should be amended to 'The post is part time, 23 hours per week. Working partly from home on a flexible basis, the hours of work will include attendance at meetings (usually evening) and at the Council office at times to be agreed'.

Resolved: That the third paragraph of the advert should be amended to 'Salary pro rata in accordance with National Joint Council recommendations pay scale SCP 30 (£38,223 based on 37 hours per week) dependent upon qualifications and experience. There is a pay award pending that if agreed would be applicable on appointment or as soon as agreed.

Resolved: That the closing date for the application is to be confirmed and that the readvertising should be as soon as practicably possible.

(c) To consider any other aspects regarding the vacancy which are not covered above

Members considered other aspects regarding the vacancy.

Resolved: That the clerk should look at alternative advertising if there have been no responses or applications after ten days of the vacancy advert going live.

Min SSC16 Costs

Resolved: To direct the temporary clerk to use delegated authority to pay for advertising fees and other associated costs arising from the vacancy for Clerk / Responsible Financial Officer.

Min SSC17 Date of Next meeting

The clerk and the Chair will liaise on the date of the next meeting to be held as soon as possible after the closing date for applications. The clerk will confirm the data of the next meeting to Members.

The Chair closed the meeting at 8.12pm.