



Minutes of the Staffing Committee Meeting

Held on Thursday 23 October 2025 at 19:30h

At Burton Village Hall, Northfield Lane, High Burton, Huddersfield, HD8 0QT

Present: Cllr J Cowan in the Chair.

Cllrs: Cllrs B Armer, P Brook, D Hardcastle, B Smith, J Taylor, M Wheelhouse.

Officer in attendance: Ms A Greenwood

MIN STAFF5: Apologies.

Apologies for absence received from Cllr Barraclough.

MIN STAFF6: Declarations of Interest

No declarations of interest were made.

MIN STAFF7: Public participation

No members of the public were present.

MIN STAFF8: Admission of the Public

Resolved: to hold the meeting in private session for items 6,7, and 10 due to the confidentiality of matters to be discussed.

MIN STAFF9: Employment handbook

Resolved: to adopt the Employment handbook, subject to updating relevant sections with NJC Green Book terms and conditions and a second review by the Staffing Committee.

MIN STAFF10: Line Manager's report

Cllr Armer gave a report on general staffing matters to the Committee.

Resolved: to accept the Line Manager's report.

Resolved: to ratify the on-going employment of the Clerk after her probationary period.

Resolved: to recommend the acceptance of the Standard Probationary Report pro-forma for future use with the minor addition of "as required" to the first bullet point under Competency in Council Financial Processes.

Resolved: to recommend the acceptance of the Standard Appraisal Report pro-forma for future use.

MIN STAFF11: KIT days

Resolved: to note that the clerk is working with the administrative assistant to arrange appropriate days for keeping in touch.

MIN STAFF12: Interim internal audit

The Committee agreed to defer the item.

MIN STAFF13: Clerk ILCA training

Resolved: to authorise the Clerk to embark on ILCA training to the cost of £120 plus VAT.

MIN STAFF14: Clerk's Report

The Clerk gave a report on future workflow matters and current issues with task achievement.

Resolved: to note the report on any administrative matters.

MIN STAFF15: Date of next meeting

Resolved: that the Committee Chairman will liaise with the clerk to set a date for the next meeting.

The Committee Chair closed the meeting at 20:07h.