

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

MINUTES OF THE MEETING ON THURSDAY, 11th NOVEMBER 2010 AT 8.30 pm AT BURTON VILLAGE HALL

The following minutes are subject to confirmation of accuracy on 3rd February 2011

Present: Cllr J Hirst in the Chair
Cllrs S Dunford, L Holroyd, E Hutchinson and A Munro.
Officers in attendance: Miss S Harling and Mrs A Royle.

Apologies were received from Cllrs R Burton and A Cruden.
Absent: Cllr J Taylor.
No declarations of interest were made.

**S1 Apologies and
Declarations of
Interest**

No members of the public were present.

**S2 Public
Participation**

Resolved: To hold the discussions on items S4, S6 and S7 in private session, as they concerned confidential information regarding identifiable living individuals.

**S3 Admission of
Public**

Miss Harling tendered her resignation from the position as from 1st March 2011, but indicated that she was willing to be flexible in order to facilitate a handover to the next person.

**S4 Administrative
Assistant**

Resolved: To accept Miss Harling's resignation effective from 1st March 2011 or at a date to be agreed with the Council. Also to thank her for the work she has carried out for the Council and also for the considerate way she tendered her resignation giving so much notice.

Members discussed the options for the future and expressed the view that the role should be someone suitable to deputise for the Clerk when required and to carry out work on the various Council projects in addition to the routine administrative tasks.

Members considered the employment costs budget for 2011-12.

**SG5 Employment Costs
Budget**

Resolved: To recommend a 3% increase on the current year and also to include costings for the Administrative Assistant as detailed above on 18 hours per week for consideration by the Management & Finance Committee.

The Clerk updated members on various staffing issues. She reported that between April and September she had worked 33 hours unpaid overtime. She had agreed with the Line Manager to take some of these hours as time off in lieu at Christmas. The Committee thanked her for all the extra work, which was appreciated by the Council.

**SG6 Reports from the
Line Manager &
Staff**

It was also reported that there had been several incidents of inappropriate emails being received. The Clerk asked members to consider putting in a policy to deal with this kind of situation.

Resolved: To consider how to deal with the matter at the next meeting.

Members noted the staff appraisal report for Mrs Royle, and that a staff appraisal had not been carried out for Miss Harling.

SG7 Staff Appraisals

Resolved: To discuss the appraisal with the Line Manager at the next meeting, and to accept that an appraisal for Miss Harling was not necessary.

The Clerk reported that the new Equality Act 2010 had considerable implications for the Council.

SG8 Equality Act 2010

Resolved: To review the current Council policies which are affected by the legislation.

The meeting then closed.

