

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

MINUTES OF THE MEETING ON THURSDAY, 7th APRIL 2011 AT 7.00 pm AT BURTON VILLAGE HALL

The following minutes are subject to confirmation of accuracy on 21st April 2011

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

Apologies were received from Cllr A Munro. Cllr Dunford apologised for lateness.
Absent: Cllr A Cruden.

**S9 Apologies and
Declarations of
Interest**

No declarations of interest were made.

No members of the public were present.

**S10 Public
Participation**

Resolved: To hold the discussions on items S12, S14 and S15 in private session, as they concerned confidential information regarding identifiable living individuals.

**S11 Admission of
Public**

Cllr Dunford entered the meeting during the following item.

Members noted the staff appraisal report for Mrs Royle, on which discussion took place.

S12 Staff Appraisals

Resolved: To accept the staff appraisal report.

Members noted the draft information sheet, which was designed as a preamble to the Council's discipline & grievance procedure, aimed at giving members full information of how issues concerning employees must be dealt with.

**S13 Discipline &
Grievance
Procedure**

Resolved: To adopt the information sheet and to issue it as a preamble to the Council's discipline & grievance procedure to be issued with the Annual Meeting papers each year.

The Clerk reported on changes to the employer's contribution to the West Yorkshire Pension Fund for the next three financial years.

**S14 Employer's
Pension Fund
Contributions**

The Line Manager and the Clerk gave an update on staffing and administration issues. The Clerk thanked Committee members for their support over the previous 4 years.

**S15 Reports from Line
Manager & Staff**

The meeting then closed.