

KIRKBURTON PARISH COUNCIL

A MEETING OF THE STAFFING COMMITTEE WILL BE HELD ON THURSDAY 23
OCTOBER 2025, COMMENCING AT 7.30PM, AT BURTON VILLAGE HALL,
NORTHFIELD LANE, Highburton, HD8 0QT

*Councillors summoned: Cllrs J Cowan (Chair), B Armer, R Barraclough, P Brook, D Hardcastle, B Smith,
J Taylor, M Wheelhouse.*

A G E N D A

1. Apologies

To receive members' apologies for absence.

2. Declarations of Interest

To receive members' declarations of interest in any item on the agenda.

3. Public participation

Members of the public are invited to address the Council on any issue over which it has a power for up to three minutes each, with the item lasting up to a maximum of fifteen minutes.

4. Admission of the Public

To determine any items on the agenda considered to be of a confidential nature that should be discussed at the exclusion of the public and press under the Public Bodies (Admission to Meetings) Act 1960.

New Committee business

5. Employment handbook

To receive the draft Employment handbook and consider action to be taken.

6. Line Manager's report

- a. To report upon general matters.
- b. To report on the end of the Clerk's Probationary Period.
- c. To propose acceptance of a Standard Probationary Report pro-forma for future use.
- d. To propose a Standard Appraisal Report pro-forma for future use.

7. KIT days

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

8. Interim internal audit

To consider staffing findings from the interim internal audit report.

9. Clerk ILCA training

To consider authorising the Clerk to embark on ILCA training to the cost of £120 plus VAT.

10. Clerk's Report

To receive a report on any administrative matters and raise any issues.

11. Date of next meeting

To decide upon the date of the next meeting.

A handwritten signature in black ink, appearing to be 'A/G' followed by a stylized flourish.

Alex Greenwood
Clerk to the Council
17/10/2025