

## KIRKBURTON PARISH COUNCIL

### STAFFING COMMITTEE

#### MINUTES OF THE MEETING ON THURSDAY, 31<sup>st</sup> JULY 2014 AT 8.30 pm AT BURTON VILLAGE HALL

Present: Cllr P Brook in the Chair

Cllrs S Beresford, R Burton, S Dunford, J Hirst, L Holroyd and J Paxton.

In attendance: Cllr R Barraclough (Deputy Line Manager) and Mrs A Royle.

No apologies were received. Cllr C Whittingham was absent.

**S1 Apologies and  
Declarations of  
Interest**

There were no declarations of interest.

No members of the public were present.

**S2 Public  
Participation**

**Resolved:** To hold the discussions in a private session as they concerned contracts, which would divulge exempt information.

**S3 Admission of  
Public**

Members considered the contract, job description and person specification for the position of Assistant Clerk

**S4 Staff Vacancy  
a) Terms &  
Conditions**

**Resolved:** To appoint an Assistant Clerk on 16 hours per week on the following terms and conditions:

- The agreed contract, job description and person specification are attached.
- Salary range: LC1 SCP 18 - 22 with the starting point to be dependent on the level of experience and qualifications.

Members considered the appropriate means of advertising the vacancy.

**S5 b) Advertising**

**Resolved:** To place an advertisement in the Huddersfield Examiner and Kirklees' Vacancy Bulletin. Also to use the SLCC forum, the Council's own website and Twitter.

Members considered establishing a Staffing Sub-Committee with delegated authority to shortlist the candidates, conduct the interviews and fill the vacancy.

**S6 Staffing  
Sub-Committee**

**Resolved:** To establish a Staffing Sub-Committee with delegated authority to shortlist the candidates, conduct the interviews and fill the vacancy.

**Resolved:** To elect the Chairman, Vice Chairman, Line Manager and Cllr L Holroyd as members of the Sub-Committee.

The Line Manager and the Clerk gave updates on the current administrative situation. Mrs Perry was thanked in her absence for the care she was taking in handing over her responsibilities to the Clerk, and for her work over the previous 3 years.

**S7 Reports from Line  
Manager & Clerk**

The meeting then closed.

The above decisions have been taken under delegated authority granted to the Committee by the Council.