

KIRKBURTON PARISH COUNCIL

STAFFING COMMITTEE

Minutes of the Meeting on 21 March 2024 held at Burton Village Hall

Present: Cllr B Smith in the Chair

Cllrs B Armer, R Barraclough, P Brook, J Cowan, D Hardcastle and M Wheelhouse.

Officers in Attendance: Miss E Booth and Mrs A Royle.

Min S29 Apologies and Declarations of Interest

Apologies were received from Cllr J Taylor. Cllr M Wheelhouse apologised for her late arrival.

No declarations of interest were made.

Min S30 Public Participation

No members addressed the Committee in advance of the meeting.

Min S31 Admission of the Public

Resolved: To hold the discussions of the following items in private as they would divulge personal information.

Cllr Wheelhouse entered the meeting during the following item.

Min S32 Staff Appraisals

The two staff appraisal reports were read out by the Chairman and various issues were discussed.

Resolved: To adopt the reports and to approve Miss Booth's attendance at the training courses iLCA to CiLCA, European Driving Licence and Allotment Management.

Min S33 Staff Development Scheme

Members considered the scheme and if any amendments were required.

Resolved: That in future the feedback forms from members will be sent to the Line Manager c/o the Council office and marked Private and Confidential. The forms will be opened at the Clerk's Review meeting with the Line Manager.

Min S34 Clerk / Responsible Financial Officer

Members formally noted that the Clerk's employment with the Council would terminate on 30 April 2024, and her last working day would be 29 April 2024.

A discussion followed about how the Council would operate immediately following the Clerk's departure, given that it was unlikely a permanent Clerk would be in post by then. The Committee was advised that the Council needed a Proper Officer and a Responsible Financial Officer in post at all times. The Line Manager reported that he had made enquiries of Kirklees Governor Clerking Services, and the Clerk advised that a locum service for qualified Parish Council clerks was available from both the SLCC and the YLCA. The Clerk informed members that the matter would be included on the next Council agenda.

Min S34 Clerk / Responsible Financial Officer (Cont'd)

Members noted the Clerk's annual leave entitlement as at 30 April 2024 and that she had currently worked more than her contracted hours. Members also considered whether the Clerk should be reimbursed for her expenses at the termination of her contract.

Recommendation: That the Clerk is reimbursed for her expenses on termination of her contract, and that the Council pays her for the leave due and any unpaid overtime hours worked up to 30 April 2024.

Min S35 Line Manager's Report

Members noted the written report, which had been circulated with the meeting papers.

Min S36 Clerk's Report

Members noted the written report, which had been circulated with the meeting papers. The Clerk drew particular attention to the issue with the Council's HSBC bank accounts due to the bank's current safeguarding review. She reported that she had supplied all of the information the bank had requested, but letters were still arriving threatening closure of the accounts on 2 May. The Clerk advised members to closely monitor the situation, especially as the date quoted was the time the precept was due to be credited to the Council's account.

The Clerk consulted the Committee on the issue of hanging baskets and a potentially large overspend. She was informed that the Kirklees Councillors for the Kirkburton ward had agreed the grant, which solved the budget issue.

The Line Manager then formally and personally thanked the Clerk for all her efforts and work over many years. The other members joined with him in offering her their thanks and best wishes for the future.

The Chairman closed the meeting.