

**MINUTES of the STAFFING COMMITTEE MEETING of
BURLEY PARISH COUNCIL held at the Queens Hall on
Wednesday 30th June 2021 at 9:30am**



Present: Councillor Vicky Evans
Councillor Jan Lepley
Councillor Gary Scott (Chairman)
Councillor Duncan Ault (Non-Committee member)

Clerk: Clare Smith

S001/2122 Item 1 – To Elect a Chairman of the Staffing Committee

Proposed by Councillor Jan Lepley

Seconded by Councillor Vicky Evans

RESOLVED that Councillor Gary Scott be elected as Chairman of the Staffing Committee for 2021/2022.

S002/2122 Item 2 - To Elect a Vice Chairman of the Staffing Committee

Proposed by Councillor Gary Scott

Seconded by Councillor Vicky Evans

RESOLVED that Councillor Mike Wild be elected as Vice Chairman of the Staffing Committee for 2021/2022.

S003/2122 Item 3 – Apologies for Absence

Apologies were received from Councillor Wild.

S004/2122 Item 4 – Declarations of Interest

None declared.

S005/2122 Item 5 – To consider written requests for a dispensation on any matters to be discussed

None received by the Clerk.

S006/2122 Item 6 – Public Participation

No members of the public were present.

S007/2122 Item 7 – Minutes of the Last Meeting

The minutes of the meeting held on 22nd October 2020 were approved and signed by the Chairman as a correct record of the meeting.

S008/2122 Item 8 – Matters Arising from Previous Minutes

None.

S009/2122 Item 9 – To exclude the press and the public

No members of the public or the press were present.

S010/2122 Item 10 – Letter of Resignation

RESOLVED to receive and note the letter of resignation from the Assistant Clerk. The Clerk reported that Wednesday 21st July 2021 would be the last day of the Assistant Clerk's employment with the Parish Council.

S011/2122 Item 11 – Review Staffing Requirements/Recruitment

The Committee reviewed all staff job descriptions and made some minor alterations to ensure

that all staff job descriptions accurately reflect the main duties and responsibilities currently being undertaken. The job descriptions are attached as appendices to the minutes.

Following the review of job descriptions, it was **RECOMMENDED** that the Parish Council should advertise for the vacancy of Bookings and Facilities Administrator for 20 hours per week on pay scale 20-26 pro rata. The vacancy is to be advertised on the Ilkley Chat jobs page, the Parish Council website and social media and the village website/social media page.

Meeting closed at 10:50am

Signed (Chairman): _____ Date: _____