

**MINUTES of the STAFFING COMMITTEE MEETING of  
BURLEY PARISH COUNCIL held at 7:30pm on Thursday 16<sup>th</sup>  
January 2020 at Queen's Hall, Burley in Wharfedale**



**Present:** Councillor Mike Wild  
Councillor Jan Lepley  
Councillor Chris Turner  
Councillor Vicky Evans

**Clerk:** Clare Smith

**S030/1920 Item 1 – Apologies for Absence**  
All Committee members were present.

**S031/1920 Item 2 – Declarations of Interest**  
None declared.

**S032/1920 Item 3 – To consider written requests for a dispensation on any matters to be discussed**  
None received by the Clerk.

**S033/1920 Item 4 – Public Participation**  
No members of the public were present.

**S034/1920 Item 5 – Minutes of the Last Meeting**  
The minutes of the meeting 16<sup>th</sup> December 2019 were approved and signed by the Chairman as a correct record of the meeting.

**S035/1920 Item 6 – To exclude the press and the public**  
No members of the public or the press were present.

**S036/1920 Item 7 – To receive a report from the Clerk regarding staff support measures**  
The Clerk report that a review meeting had taken place on 9<sup>th</sup> January 2020 and discussion around performance and absence had taken place. It had been agreed that 3 specific performance indicators were to be focused on and that a further review will take place on 20<sup>th</sup> February 2020. Going forward it had also been agreed that a job description review was required, a review of the staff sickness policy was required and more regular review meetings (a minimum of quarterly) would take place with an annual appraisal.

Notes of the review meeting had been taken and have been signed by the line manager, representative of the staffing committee and the member of staff.

**S037/1920 Item 8 – Date of Next Staffing Committee Meeting**  
Thursday 24<sup>th</sup> February at 7:30pm.

Signed (Chairman): \_\_\_\_\_ Date: \_\_\_\_\_