

## HOLME VALLEY PARISH COUNCIL

Minutes of The Staffing Committee meeting on 28/9/2020 at 19:00 on the zoom Platform.

Present: Cllr T Bellamy (Chairman)

Cllrs M Blacka, J Brook, P Colling , D Carré, P Davies, R Hogley

Clerk: Liz Bennett

**2021 01 Public Question time.**

There were no members of the Public present.

**2021 02 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

As the meeting is held on zoom platform , on-line, the meeting was recorded and will be recorded and subsequently published on You Tube.

**2021 03 To accept apologies for absence**

Cllr Pogson gave his apologies. Cllr Sweeney was not present.

**2021 04 To consider whether items on the agenda should be discussed in private session**

**RESOLVED** : Item 2021 15 to be held in private session.

**2021 05 To receive Members' personal and disclosable pecuniary interests in items on the agenda.**

None declared.

**2021 06 To receive any Officer's interests in items on the agenda.**

The Clerk has an interest in item 2021 09 regarding salaries.

**2021 07 To consider written requests for new DPI dispensations.**

None received.

**2021 08 To approve the minutes of the Staffing Committee meeting on 24.2.2020 numbered 1920 51 to 1920 59.**

**RESOLVED** : Minutes of the Staffing meeting on 24.2.2020 approved as a correct record.

**2021 09 To Note the National Pay awards which are back- dated to April 2020.**

RESOLVED : that the National Pay awards were approved for the Clerk and Deputy Clerk.

**2021 09 To approve an additional, annual pay increment for the clerk, backdated to 1/4/2020.**

**RESOLVED** : to approve of an annual increment for the Clerk backdated to April 2020 when the first year of employment was completed. The clerk had recently had an annual appraisal and progress in adapting to the demands of the post was agreed to be acceptable.

**2021 10 To approve annual pay increments for the RFO from September 2020.**

**RESOLVED** : to approve the increase of two increments for the Deputy Clerk and RFO in recognition of the high standard of his work in the past year and in recognition of the level of responsibility involved in managing the council Finances.

**2021 11 To approve the Appointment of the New Climate Emergency Action Plan Coordinator. Contract of Employment to be signed .**

At the time of writing the agenda the Clerk was of the opinion that the Council had followed due process in appointing to this post. Later communication from the Y.L.C.A. implied that the Full Council should have passed specific motions regarding the adoption of the post and the responsibility to interview and appoint being delegated to the Staffing Committee. There was discussion about the best way forward.

**RESOLVED:** That the process in future will be

- 1) That full council passes a specific motion to appoint to any new post
- 2) That the Scheme of Delegations will be amended to enable delegation of the job description , job advert, interview and selection process to the Staffing Committee.
- 3) That the terms of reference of the Staffing Committee can delegate these processes to a sub- committee of the Staffing committee.

**RESOLVED** ; that the official approval of the post will be tabled at Full Council .

**RESOLVED** : that the Chairman of the Staffing Committee will sign the Contract of Employment for the new postholder.

2021 12 **To consider the purchase of an I- Pad for use by the climate emergency coordinator (but owned by the Council).To consider which budget will be accessed for this equipment and for the postholder’s training.**

The Purchase of the I-Pad had already been approved at Full Council . Training costs were expected to be minimal.

**RESOLVED:** that the costs would come form the Climate Emergency Budget for the Climate Emergency Co-ordinator post.

2021 13 **To consider further CiLCA training for the Clerk.**

**RESOLVED:** That the clerk is still having to tackle a significant learning in her regular work and that training to achieve a lawful and proficient level of competence is available through the Y.L.C.A. and consequently the application to do the CiLCA qualification should be delayed.

**Resolved;** that the Deputy Clerk should also be considering training so that he can progress beyond his present par banding. The Clerk is to address this in the appraisal for the Deputy Clerk.

2021 14 **To consider the role of Staff Development Review Coordinator, if it has not been resolved at the Annual Meeting.**

**RESOLVED:** that Cllr P Davies will take up the role of Staff Development Review Co-ordinator .

The date of the Clerk’s appraisals will be circulated to Councillors in advance so that any comments can be incorporated in the appraisal.

**To note:** that Councillors should be able to raise issues with the Staff Development Coordinator at any time.

2021 15 **Grievances from the Clerk relating to the conduct of two councillors.**

**RESOLVED:** that the Chairman would speak with both councillors concerned and that they would be reminded of the Council’s code on bullying and harassment of staff and reminded of the Code of Conduct which maintains that Councillors will treat others with respect.

**Close of meeting at 20:07 pm**

Signed .....  
Chairman of Staffing Committee