

HOLME VALLEY PARISH COUNCIL

Minutes of the **Staffing Committee** meeting on **8 February 2021 at 20:00**

Present: Cllr T Bellamy (Chairman)

Cllrs K Bellamy, M Blacka, P Colling, D Carré, R Hogley, M Pogson, J Sweeney

Clerk: Liz Bennett

**2021
16 Public Question time.**

There were no members of the Public present.

**2021
17 To accept apologies for absence**

Cllr Davies' apologies were accepted. Cllr K Bellamy is acting as chairman of the Service Provision Committee.

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

RESOLVED : Item 2021 27, Staffing levels, to be held in private session.

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

None declared.

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

None declared

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

None received.

**2021
22 Noted** the minutes of the previous Staffing Committee meeting on 28 September 2020 numbered 2021 01 to 2021 15.

**2021
23 Noted** ;the successful completion of the 6-month appraisal of the Climate Emergency Co-ordinator. This is halfway through the one-year contract. The appraisal has been approved by both the Clerk and the Chairman of the Climate Emergency Committee.

**2021
24 To consider the future employment of the Climate Emergency Coordinator beyond the one-year term of employment.**

It was noted that the budget set for 2021 /2022 contained the same element for the salary for this post as was included in the current year. There needs to be a clear statement from the Climate Emergency Committee on what the post has achieved so far and what would be achieved in the next year if the post were continued. Any continuation in the contract would need to be ratified at full council. This committee

were broadly in favour of continuing the post beyond the initial year.

Resolved that further clarification was required from the Climate Emergency Committee ,which meets next on 15 March 2021, about what has been achieved so far by the Climate Emergency Co Ordinator’s post and what could be achieved in the following year. Their deliberations will be presented to full Council for ratification.

2021 25 **Noted** the satisfactory completion of the Deputy Clerk’s annual appraisal on 11/11/2020.

2021 26 **To consider proposals from the Clerk to increase staffing levels for the Council.**

The Clerk suggests that the workloads are unmanageable. The Clerk had provided some information about the relative workloads of clerks in the neighbouring councils and suggested the Council consider the appointment of an administrative assistant to ease the workloads for the two Clerks. Some archived information was presented as to how this post was utilised in previous years. The committee was of the opinion that while they appreciate that the clerks work very hard and have managed a difficult period since their employment started, there would be other ways to lessen workloads than by increasing staffing levels. It might even be possible that workloads will decrease now that Rialtas is installed for the accounts and many of the policies have been reviewed. There were suggestions that Councillors could do more of the work and that working groups in preference to Committee meetings might lessen the burden for Clerks.

Resolved that Cllr Sweeney will meet with the Clerks and Cllr Davies to assess the issues more closely and look at possible solutions.

2021 27 **To consider the Training Policy for the Council**

The Clerk had provided two options to be considered. The training Policy considered by the committee on 24/2/2020 had been referred back from Full Council for refinement. In the intervening period the Clerk had looked at another model called a ‘Statement of Intent on Training’ and had adapted this to reflect the Council’s current expenditure on training for both staff and Councillors. There needs to be some definition of the expenditure that might be set aside for each group.

Resolved that the ‘ Statement of Intent on Training’ was accepted as the better model and that the paragraph on ‘study leave’ from the other Policy could be incorporated.

Close of meeting at 21:55 pm

Signed
Chairman of Staffing Committee