

HOLME VALLEY PARISH COUNCIL

Draft Minutes of the **Staffing Committee** meeting on **29 March 2021 at 1900hrs**

Present

Chairman: Cllr T Bellamy

Members: Cllrs M Blacka, P Colling , D Carré, R Hogley , M Pogson, J Sweeney

Officer: Richard McGill (Deputy Clerk)

2021 29 Public Question time.

There were no members of the Public present.

2021 30 To accept apologies for absence

All Members were present. Cllr Sweeney was a few minutes late due to technical difficulties.

2021 31 To consider whether items on the agenda should be discussed in private session

RESOLVED: Members resolved that no items needed to be discussed in private.

2021 32 To receive Members' personal and disclosable pecuniary interests in items on the agenda.

None declared.

2021 33 To receive any Officer's interests in items on the agenda.

None declared

2021 34 To consider written requests for new DPI dispensations.

None received.

2021 35 NOTED Members noted the minutes of the previous Staffing Committee meeting on 8 February 2021 numbered 202116 to 2021 28.

Cllr Hogley queried item 2021 24 pointing out that the Climate Emergency Committee had not reviewed the Climate Emergency Co-ordinator's work and role in its meeting of 15/03/2021. The Deputy Clerk reported that the Clerk had informed him that Cllr Davies would be undertaking an appraisal of the Climate Emergency Co-ordinator's work to present to the Climate Emergency Standing Committee and to Council.

RESOLVED: As agreed, Cllr Davies will undertake an appraisal with the Climate Emergency Co-ordinator ahead of the next meetings of the Climate Emergency Standing Committee and of full Council.

Cllr Hogley asked with regard to item 2021 26 about progress with the work on assessing Officers' workloads. The Deputy Clerk reported that a meeting had taken place with he, the Clerk and Cllr Sweeney and Cllr Sweeney was drawing up suggestions of next steps.

2021 36 Members considered the resignation of the Clerk and the forward planning for the advertisement, interviewing and appointment of a replacement Clerk.

1916hrs Cllr Sweeney joined the meeting at this point.

RESOLVED: It was resolved that applicants for the post must submit a Holme Valley Parish Council Application Form. Applicants could not submit only a CV to apply for the post, though they could submit a CV in addition to the Application Form.

RESOLVED: Members resolved to remove the request for information about possession of a driving licence and driving history from the Application Form.

RESOLVED: With regard to the Person Specification, Members voted to split the specification regarding qualifications, - "Either holds Introduction to Local Council Administration (ILCA) or willing to work towards ILCA" into two separate specifications, namely, one, "Holds the Introduction to Local Council Administration (ILCA) – Desirable," and, two, "Is willing to work towards the ILCA – Essential."

RESOLVED: With regard to the Person Specification, Members resolved to amend the line "Available to attend occasional evening meetings" to "Available to attend weekly evening meetings."

RESOLVED: It was resolved that the post would be advertised as between NALC pay scale spinal points 25-31.

RESOLVED: It was resolved that the post would be advertised at 25 hours per week. Assessment of the workloads of the Officers would continue and might involve future changes to hours. A successful candidate would need to demonstrate some flexibility with regard to the hours that they can work.

RESOLVED: The post would be advertised through Kirklees Council, through Holmfirth Events, and through local council channels and Clerks' channels, - potentially YLCA, NALC and SLCC.

2015hrs Cllr T Bellamy left the meeting at this point due to technical difficulties, and did not return.

RESOLVED: Members resolved that Cllr Blacka, Cllr Colling and Cllr Hogley would constitute a working group to undertake a review of the recruitment documentation for the post of Clerk (potentially including 1,2 Job Description/Profile, 3 Application Form, 4 Person Specification, 6 Contract of Employment, 7 Job Advert). The working party would work with Officers to authorise the documents under delegated powers. Documents would be forwarded to Members for comment before adoption.

RESOLVED: Members resolved that Cllr T Bellamy, Cllr Hogley and Cllr Pogson would constitute the interview panel for the recruitment of a new Clerk. Cllr Davies would be a reserve panel member.

Close of meeting at 2022pm

Signed
Chairman of Staffing Committee