

## HOLME VALLEY PARISH COUNCIL

To all Members of the Staffing Committee

You are hereby summoned to attend a meeting of the **Staffing Committee** to be held on **MONDAY 21 JUNE 2021 at 19:00 PM, in the Brockholes Village Hall** for the transaction of the following business.

### - AGENDA - (A)

2122 09 **Public Question time.** 7.00 PM

Prior to the commencement of the business session of the Committee, there will be an open session lasting 15 minutes, for members of the public to speak to Members.

2122 10 **Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014** 7.15 PM

The meeting will be recorded for sound and subsequently published on You Tube. To consider whether any other recordings are to be made.

2122 11 **To accept apologies for absence.** 7.16 PM

2122 12 **To consider whether items on the agenda should be discussed in private session** 7.17 PM

Members of the public will be excluded from the meeting during such items

2122 13 **To receive Members' personal and disclosable pecuniary interests in items on the agenda.** 7.18 PM

2122 14 **To receive any Officer's interests in items on the agenda.** 7.19 PM

2122 15 **To consider written requests for new DPI dispensations.** 7.20 PM

2122 16 **To approve the minutes for the Staffing Committee meeting on 10 May 2021, numbered 2122 01 to 2122 09. (B)** 7.21 PM  
[Minutes Extra Staffing Committee 10 05 2021](#)

2122 17 **To approve the appointment of a new Clerk. Chairman to report.** 7.22 PM

2122 18 **To approve the arrangements for a handover from the present Clerk to the new Clerk.** 7.23 PM

The present Clerk has given her notice and wishes to work until the end of June 2021. She would like to use hours that have not been taken up in June to work three days when the new Clerk arrives in mid-August, to effect a handover.

2122 19 **To consider the recommendations from the working party looking at reducing the number of Standing Committees. ( C)** 7.26 PM

The working party recommends that the Community Assets Support Committee is disbanded with all grants moving to Finance and Management (including grants from Service Provision) and all buildings, the transferred assets (Holmfirth Toilets, Honley library and the Civic Hall), moving into the Service Provision Committee. They also recommend that management of buildings can be delegated to the Clerk who meets with a small working party, via zoom, to manage day to day requirements. Increased delegation to the Clerk will require changes to the scheme of Delegation. This will reduce the burden of formal agendas and minutes for Committees but any significant decisions would be brought back to the Service Provision Committee.

2122 20 **To consider the recommendations from the Working Party reviewing the Staff Development Review Coordinator's role, as recommended by the external review of Staffing. (D)** 7.30 PM

Chairman to report.

2122 21 **To consider whether to recommend to Full Council that an extra staff member is appointed to work the 10 hours per week or whether the new Clerk takes on extra hours. (one of the options recommended by the external reviewer)** 7.35 PM

The Clerk has compared the relative costs of increasing the staff hours by 10 hours per week.

- The new Clerk would cost £8,320 per annum.
- An assistant Clerk (mid-range of LC2) to manage Planning Committee and assist the Clerks would cost £7,020 p.a.
- An office business manager would cost £5,200 p.a.
  
- Another additional possibility is to consider out-sourcing the management of payroll. This currently takes up two hours of

the RFO's work every month and would take three hours if staff were varying their hours by doing overtime at any point.

2122 22 **To consider the allocation of committee responsibilities for the Clerks consequent to the proposed changes in Committee Structure.** 7.45 PM

If there is extra capacity within the staff team and the suggested devolvement of the Community Assets Support Committee is approved the division of work suggested by the Clerks is:

**Deputy Clerk** – manages Finance and Management and Planning Committees.

**Clerk** (with extra hours or with an assistant) manages Full Council, Staffing, Service Provision and Climate Emergency Committees. Transferring the Climate Emergency Committee to the Clerk is appropriate as the Clerk will be line manager of the Climate Emergency Co-ordinator.

2122 23 **To approve the recommendation from the Climate Emergency Committee meeting on 24 May 2021 that the post of the Climate Emergency Co-Ordinator is renewed for another year until 16<sup>th</sup> August 2022.** 7.49 PM

2122 24 **To approve a revised job description for the Deputy Clerk/ RFO and for the Clerk, as recommended by the external reviewer of staffing. (E) and (F)** 7.50 PM

2122 25 **To approve an annual increase in pay for the Deputy Clerk. An increase of one spinal column point to SCP 28 is due in August 2021.** 7.55 PM

**Close of meeting** 8.00 PM

*Liz Bennett*

Mrs E Bennett  
Clerk to the Council

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