

HOLME VALLEY PARISH COUNCIL

Draft Minutes of the Staffing Committee meeting on 21/06/2021 at 19:00 in Brockholes Village Hall.

Present: Cllr R Hogley (Chairman)
Cllrs M Blacka, P Colling, R Hogley, M Pogson,
Clerk: Liz Bennett

2122 09 Public Question time.

There was one member of the public present.

2122 10 The meeting is recorded in audio and will be available on the Council's You Tube Channel.

2122 11 To accept apologies for absence

Apologies were accepted from Cllrs K Bellamy, T Bellamy, D Carré, J Sweeney and P Davies.

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

RESOLVED: Meeting to be held in open session.

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

None declared.

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

No interests declared.

2122 15 To consider written requests for new DPI dispensations.

None received.

2122 16 To approve the minutes of the Staffing Committee meeting held on 10 May 2021, numbered 2122 01 to 2122 08.

RESOLVED: to approve the minutes of the Staffing Committee meeting held on 10 May 2021.

2122 17 To approve the appointment of a new Clerk.

RESOLVED: to approve the appointment of Jen McIntosh who was interviewed in May. Jen was selected from a field of 16 applicants. All the people interviewed were good candidates. Jen will commence her role on 16 August 2021 having left her current teaching post at the end of July and after a planned holiday in August.

2122 18 To approve the arrangements for a handover from the present Clerk.

RESOLVED: to approve that the current Clerk finishes her employment on 30 June 2021. She will work with the new Clerk for three days from 16 August in order to provide an induction

period. These hours will have been paid for in May and June when the clerk has had fewer work pressures and has worked fewer than her contracted hours.

Thanks were expressed to the Clerk for extending her leaving date and offering to manage the induction period.

Thanks were also expressed for the Clerk's work with the Council over the past two years.

2122 19 **To consider recommendations from the Working Party looking at reducing the number of Standing Committees.**

RESOLVED: to approve the recommendation that the Community Assets Support Committee is dissolved, and that this recommendation be made to Full Council on 12 July 2021. The community asset grants, and the Expression of Interest process will become the responsibility of the Finance and Management Committee. The regular 'service' grants would remain the responsibility of the Service Provision Committee. The management of the transferred assets, which needed an element of cooperation with the Council, as opposed to one-off grant requests would become the responsibility of the Service Provision Committee.

Cllr Hogley reported that according to YLCA training she had recently completed, the guidance was that Working Parties should only be established for a specific project with a finish date. If the transferred assets were to be managed by a devolved number of councillors and the Clerk then this should be via a **sub-committee**, established from the Standing Committee. Such a sub-committee could meet virtually and could have less formal minutes but would refer back to the Standing Committee for any formal decisions. It is envisaged that such a sub-committee would manage the buildings, namely Honley Library and the Public Toilets. It was envisaged that since the Civic Hall is entirely managed by the Holmfirth Civic Hall Trust that the Civic Hall responsibility would transfer to Finance and Management who would consider any grant requests.

RESOLVED: Councillor Hogley to review the Scheme of Delegations and the Standing Orders, that these new versions could reviewed by all relevant chairmen before being proposed for adoption at the Full Council meeting on 12 July 2021.

2122 20 **To consider the paper produced by the Working party looking at the role of the Staff Development Review co-ordinator.**

RESOLVED; to approve the recommendations and the paper produced by the Staffing Committee working party entitled 'HVPC Staff Performance and Development Lead'.

There were two minor amendments.

2.1 to add 'the principal role is to act as line manager of the Parish Clerk on behalf of the Council'.

3.3 d. i. Informal feedback on Clerk performance sought from all staff reportees in advance of performance reviews. These will be every 6 months.

Cllr Hogley will review the Standing Orders regarding how this role is to be named and selected with a proposal for adoption to be made at the Full Council meeting on 12 July 2021.

2122 21 **To consider whether to recommend to Full Council that an extra staff member is appointed to work the 10 hours per week as suggested by the Staffing Review or whether**

the Clerk takes on these extra hours.

There was some discussion about whether the extra staffing would be necessary if payroll was outsourced and the number of Committees was reduced. It was suggested that the new Clerk and the Deputy Clerk (and retiring Clerk) should discuss the responsibilities of any administrative support between themselves in the next two months so suitable support could be sought.

RESOLVED: that extra staffing of up to 10 hours per week (admin support or as required) should be appointed in September 2021 on a temporary basis and then reviewed fully at the next Staffing Committee meeting on 15 November 2021 to determine if a permanent appointment was required.

2122 22 **To consider the allocation of Committees to the Clerks consequent to the proposed reduction in numbers of Standing Committees.**

RESOLVED: that the Deputy Clerk/RFO would retain Finance and Management, Planning and Publications & Communications committee responsibilities for the foreseeable future. The new Clerk would manage the Full Council, The Service Provision Committee, the Climate Emergency Committee and the Staffing Committee.

2122 23 **To approve the recommendation from the Climate Emergency Committee meeting on 24 May 2021 that the post of Climate emergency Co-ordinator is renewed for another year until 16th August 2022.**

RESOLVED; to approve this extension to the CEC post for another year until 16 August 2022.

2122 24 **To approve the revised job descriptions for the Deputy Clerk/RFO and the Clerk.**

The Clerk had altered the existing job description for the Clerk to reflect the current divisions of work – particularly that the RFO takes responsibility for financial management and the management of the website and social media accounts. As suggested by the external reviewer of workloads, the Deputy Clerk has a line inserted to say that he deputises for the Clerk as Principal Officer in the Clerk’s absence.

RESOLVED to approve the new job descriptions as presented.

2122 25 **To approve the annual pay rise for the Deputy Clerk and RFO of one SCP so that he is on SCP 28 from August 2021.**

RESOLVED: to approve that the Deputy Clerk/RFO moves onto Spinal Column Point 28 in August 2021.

Signed
Chairman of Staffing Committee