

HOLME VALLEY PARISH COUNCIL

Draft Minutes of The Staffing Committee meeting on 10/5/2021 at 19:00 in the Exhibition Room, Holmfirth Civic Hall.

Present: Cllr R Hogley(Chairman)

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

Clerk: Liz Bennett

**2122
01 Public Question time.**

There were no members of the Public present.

**2122
02 To accept apologies for absence**

Cllrs K Bellamy, T Bellamy and Davies gave their apologies, and their apologies were accepted.

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

RESOLVED : Meeting to be held in private session.

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

None declared.

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

The Clerk has an interest in item 2122 08.

**2122
06 To consider written requests for new DPI dispensations.**

None received.

**2122
07 To note the minutes of the Staffing Committee meeting on 29 March 2021 numbered 2021 29 to 2021 36.**

RESOLVED : to note the minutes of the Staffing Committee meeting on 29/3/2021.

**2122
08 To consider the confidential External review of Staff workloads carried out in April 2021/May 2021 and to consider any decisions to be made regarding the report's recommendations.**

The options for workload management were outlined under two headings:

Option 1 identified 5 possibilities summarised as

a) to increase the hours for the Clerk and Deputy Clerk RFO by 5 hours each

b) to introduce an Admin Assistant for 10 hours a week

c) to introduce an Assistant Clerk post to manage the Planning work and some other admin

- duties for both the Clerk and Deputy Clerk.
- d) to allow 5 hours overtime for both Clerks
- e) to appoint a minute taking clerk who is paid per assignment.

Option 2

was to reduce the number of committees and thus the number of committee meetings and to delegate further to the Clerks (e.g., the day-to-day management of the buildings, and the maintenance of the benches, shelters etc)

A wide-ranging discussion was held on the pros and cons of each option with the following key issues raised:

- Fewer committees might reduce the requirement for extra staff time
- Planning work was administratively burdensome but also required expertise particularly in light of the impending Neighbourhood Development Plan so may be better suited to a clerk, not admin role
- An admin assistant may be more affordable but it was important that expectations were set appropriately and the role was not seen as undervaluing the skills required by their workload (which could include website / social media management)
- The current Deputy Clerk did not want additional working hours
- The new Clerk (to be appointed) may be interested in additional hours but this will not be known until appointment
- An assistant clerk (or an admin assistant) may wish in turn to train as a clerk, which would assist with succession planning for HVPC
- Current working hours and practices were not as effectively monitored as they could be and effective scrutiny, support and dialogue with the staff team over work pressures and priorities was essential in the future

Following discussion of the various options and implications of each and the associated recommendations in the report, it was

RESOLVED;

- 1) To form a working party of Chairmen and Vice Chairmen of Service Provision, Community Assets Support Committee and Finance and Management to address how these three committees could be reduced to two. The discussion proposed moving all grants to Finance and Management and moving the management of the toilets, the Honley library and the Civic Hall to Service Provision. The invitation to the working party will therefore be extended to Cllrs Pogson, Colling, K Bellamy, Sweeney, East and Brook. It was noted that Cllr East had declared an interest in chairing Service Provision in the future so he would also be invited.**
- 2) That the Clerk update the Deputy Clerk / RFO job description in conjunction with the Deputy Clerk for approval at the next Staffing Committee meeting.**
- 3) That the Clerk establish the relative costs of Clerk pay, assistant clerk pay, and admin assistant (known as a Business Support officer in local government) pay.**
- 4) When the new Clerk is appointed in late May 2021, upon acceptance of the role, they will be asked whether they would be interested in additional hours if offered in the future.**
- 5) To form a working group consisting of Cllrs Hogley, Davies and Blacka to review the role of Staff development Review Co-ordinator to ensure it is clearly defined and provides feedback to the Staffing Committee. This would provide better scrutiny and clearer regular communication between the Clerks and Councillors.**
- 6) That the findings of the working parties and progress on the other resolutions be**

reported back to the next Staffing Committee on 21 June 2021 enabling a recommendation to be made to Full Council on 12 July 2021.

2122 09 **To consider the progress on the appointment of a new Clerk**

Cllr Hogley updated the committee on progress with the Clerk recruitment advising that 16 applications had been received and shortlisting had been completed by Cllrs Pogson, T Bellamy and Hogley. These four candidates were due to be interviewed in late May so it was hoped that a successful candidate would be appointed by the end of May. It was noted that the current Clerk had now formally tendered her resignation and her last day in post would be 30th June 2021.

Close of meeting at 20:35 pm

Signed
Chairman of Staffing Committee