



To Members of the Staffing Committee

You are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** to be held on **MONDAY 15th NOVEMBER 2021 at 19:00 HRS, in the EXHIBITION ROOM, HOLMFIRTH CIVIC**, for the transaction of the following business.

- AGENDA – (A)

2122 26 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 27 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 7.15 PM

The meeting will be video recorded and subsequently published on the **HOLME VALLEY PARISH COUNCIL's YouTube** channel. To consider whether any other recordings are to be made.

2122 28 To consider apologies for absence, reasons having been distributed beforehand. 7.16 PM

Apologies and reasons received are emailed out to members for consideration prior to the meeting commencing.

2122 29 To consider whether items on the agenda should be discussed in private session 7.20 PM

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

2122 30 To receive Members' personal and disclosable pecuniary interests in items on the agenda. 7.22 PM

Consideration will be given to Members' personal and disclosable pecuniary interests in items on the agenda.

2122 31 To receive any Officer's interests in items on the agenda. 7.24 PM

Consideration will be given to any Officer's interests in items on the agenda.

2122 32 To consider written requests for new DPI dispensations. 7.26 PM

In accordance with Scheme of Delegation new DPI dispensations are received and granted by the Staffing Committee and then reported back to Full Council before a redacted version being placed on HVPC website. There is one new DPI dispensation to report **(B)**

2122 33 To note the minutes for the Staffing Committee meeting on 21 June 2021, numbered 2122 09 to 2122 25. 7.30 PM

To note: the Minutes of the **STAFFING COMMITTEE MEETING** held on **21 June 2021**, numbered **2122 10 to 2122 25** were *approved* at **ANNUAL COUNCIL MEETING** held on **Monday 12 July 2021. (C)**

- 2122 34 To appoint a Staff Development Coordinator for the remainder of the Council Year 2021-22 7.33 PM**
- Description of the Role of Staff Development Co-ordinator from **Terms of Reference Appendix 1 p15-17 (D)**
- 2122 35 To receive a report on appraisal/supervision 2021-22 7.40 PM**
- Clerk to report.
- 2122 36 To consider a temporary contractual hours change from 25 to 32 hours per week for the Clerk from 1st January 2022. 7.50 PM**
- The **Staffing Matters Update (E)** reflects on the **Confidential Workload Review (F)** external report 6-5-21 plus further steps for consideration. Any recommendation arising from this item to go to **FULL COUNCIL** on **13th December 2021**.
- 2122 37 To note training received by Officers since the STAFFING COMMITTEE MEETING on 21st June 2021 and approve any upcoming training. 8.05 PM**
- Clerk to report.
- 2122 38 To consider rescheduling the calendared Staffing Meeting for 23rd May 2022 to 21st March 2022. 8.10 PM**
- The Clerk has annual holiday from 23rd to 27th May 2022 (booked prior to taking up post) and therefore requests that the meeting scheduled for **23rd May 2022** is moved to **21st March 2022**. Any change to the schedule of meetings requires **FULL COUNCIL** approval. Should the Committee support the request **Meetings Schedule Version 6** will be presented as an item at **FULL COUNCIL** on **13th December(G)**
- Close of meeting 8.20 PM**

Jen McIntosh

Mrs J McIntosh
Clerk to the Council

Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS
Telephone: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk

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

1/1/2025

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HOLME VALLEY PARISH COUNCIL

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APPENDIX 1

HVPC STAFF PERFORMANCE & DEVELOPMENT LEAD

1.0 PURPOSE

- 1.1 On behalf of the Holme Valley Parish Council, the Staff Performance and Development Lead will ensure directly employed staff are effectively managed and supported in undertaking their responsibilities.

2.0 ROLE

- 2.1 Principal role is to act as line manager of the Clerk to the Council on behalf of the Full Council. It should be noted that good management of the Clerk will support the effective operation of wider clerk team.

- 2.2 This in turn leads to the following additional responsibilities:

- Performance management of the Clerk
- Identification of and support in providing development opportunities for the Clerk
- Acting as a confidant for all staff members regarding their roles, interaction with each other and councillors
- Providing a central point of contact for all councillors to discuss any staff issues and undertake any required actions needed as a result of issues raised.

3.0 PERFORMANCE MANAGEMENT

- 3.1 Performance management is an important part of formally monitoring and supporting the effective performance of the Clerk. It is vital in ensuring that the Clerk is able to undertake his or her duties well, recognising any difficulties, identifying training needs and meeting the requirements of the role. It is a key part of supporting the individual and helping them perform to the best of their ability by understanding their skills and setting realistic and achievable objectives.
- 3.2 Effective performance management requires honesty, understanding and a commitment to work constructively with the individual as well as act in the best interests of HVPC to have a committed and effective Clerk. Performance management needs commitment from both the Staff Performance and



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Development Lead and the Clerk who is encouraged to review their performance, identify areas for development and suitable objectives.

3.3 This needs a number of different elements in place:

- a. **Formal objective setting and performance reviews with Clerk to be held in person and recorded in writing using a pro forma.**

These should be held as follows:

- a.i. Start of year (objective setting)
- a.ii. 6 months into year (progress review)
- a.iii. End of year (formal review & future objective setting)

It should also be noted that during the first year of appointment, the Clerk will have a probationary period so more regular contact and reviews will be required.

- b. **Informal monthly meetings with the Clerk to be held remotely or in person**
- a.i. Timed to suit the Clerk / post holder but at least around each Full Council meeting cycle
- c. **Informal contact weekly or as required with the Clerk**
- a.i. Regular interaction by phone, Zoom or other media as required
- d. **Collation of feedback from reportees and Councillors regarding Clerk performance**
- i. Informal feedback on Clerk performance sought from all staff reportees in advance of performance reviews (every 6 months).
 - ii. Informal feedback requested from all Councillors regarding Clerk and wider staff team performance in advance of yearly performance review. This should include constructive and positive feedback as well as any areas of concern and provide examples to aid discussion with the members of staff involved.
 - iii. Councillors and reportees can share any informal feedback on the Clerk's performance throughout the year with the Staff Performance and Development Lead for discussion as required with the Clerk.

3.4 The Clerk is paid on a nationally agreed pay scale set by the National Joint Council for Local Government Services. The performance of the Clerk and any other staff on this scale will influence the recommendations to the Staffing Committee for any annual pay increases. These recommendations will be given to the Staffing Committee by the Staff Performance & Development Lead for consideration and approval by the Staffing Committee.



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4.0 APPOINTMENT OF ROLE

- 4.1 The Staff Performance & Development Lead should be appointed from amongst the members of the Staffing Committee. The appointee must be able to commit to the time required to undertake the role effectively including the meeting arrangements outlined in section 3.3.
- 4.2 Where possible, the appointee should undertake the role for at least two years to allow some consistency of line management with re-appointment permitted beyond this period.
- 4.3 If the Clerk has concerns about the appointee, they must raise them with the Chair of Staffing or Chair of Council and consideration of a new appointee will be made by the Staffing Committee.
- 4.4 The Staff Performance & Development Lead must be willing to undertake training as required to support effective delivery of the role.

5.0 CONFIDENTIALITY

- 5.1 All discussions held between the Staff Performance & Development Lead and the Clerk and other staff are confidential.
- 5.2 Any records kept will be marked as PRIVATE & CONFIDENTIAL and will not be available for public access.
- 5.3 Feedback provided by councillors on the Clerk's performance and the performance of other members of the staff team will be regarded as confidential and will be anonymised before discussion with the Clerk.

HOLME VALLEY PARISH COUNCIL

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Clerk to the Council: Mrs Jen McIntosh
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For: Staffing Committee Members

From: Jen

Staffing Matters Update for 15-11-21

Context

As reflected in the **Review of Staffing Workloads** external report dated 6-5-21 the Council has encountered some significant challenges regarding staffing over the last 3 years. These include:

- The resignation of a long-standing Clerk who had also been RFO
- The use of a temporary Clerk
- The appointment of a new Clerk
- The resignation of the Assistant Clerk
- The appointment of a Deputy Clerk/RFO
- The appointment of a CEC on a short term contract (since extended)
- The resignation of the Clerk and 6 week interim period between Liz leaving at the end of June and my taking up post in mid-August.

During this time, as is also noted in the **Review of Staffing Workloads**, Council activity has measurably increased. The impending ownership transfer of Honley Library and recent activity regarding the **Neighbourhood Development Plan Referendum** demonstrate that workload continues to increase.

Progress has been made regarding the recommendations outlined in the **Review of Staffing Workloads**. Job descriptions have been reviewed and in place since July 2021 (**Recommendation 2**). Minutes show that the Staffing Committee has considered the options for workload management (**Recommendation 1**) and a further 10 hours of administrative support has been approved as well as the disbanding of the Community Assets Standing Committee and reallocating of committee administrative support between the Clerk and Deputy Clerk. Due to a range of circumstances action is yet to be taken to secure additional administrative support.

Current perspective

Since taking up my appointment I've been reflecting on how the Council and its staff team can move further forward regarding this issue. As the Council Year progresses I'd like to make progress on the remaining recommendations:

Recommendation 3: that the Council considers core working hours/days in joint consultation with the postholders to manage the Council's expectations and to provide a structured way of working and to allow flexible working around the core hours/days that can contribute to a better home and work/life balance and could meet the Council's business needs.

Recommendation 4: that the Staffing Committee set realistic objectives and expectations to support

officers to implement the Council's decisions. Discussions should take place with the post-holders to assess effective methods of working that could reduce the amount of time dedicated to a particular task. An annual calendar of statutory and legislative and pre-planned work should be diarised to support officers to prepare work in advance.

I note that the current workload of both the Clerk and the Deputy Clerk/RFO is predominantly focused on servicing the committee meetings, dealing with day-to-day correspondence and facilitating imminent annual events. Mid to longer term strategic projects are constantly pushed back in the calendar, no matter how often they are diarised: the drawing up of a maintenance contract, restoration of War Memorials, looking into the outsourcing of payroll to name but a few.

Furthermore, within the current hours there is no capacity for the Clerk to begin CiLCA training. Indeed, both the Clerk and Deputy Clerk have yet to complete iLCA training.

I'm yet to reach a settled view on how best to effect the changes suggested to ways of working. A period of stability with regards to staffing may well in itself address some of the issues. Appointing further staff runs the risk of increasing instability rather than making workload manageable.

Nevertheless there is a need to move decisively away from administrative fire-fighting and begin to work more strategically. To enable this to happen consideration should be given to making the following changes to begin 1st January 2022:

1. The clerking of **PUBLICATIONS AND COMMUNICATIONS COMMITTEE** to move from the Deputy Clerk to the Clerk.
2. To effect a temporary contractual variation for the Clerk of 7 hours from 25 hours to 32 at a provisional annual cost of £5824 to be reviewed on a 6 monthly basis.

For your information, Rich and I have regular conversations about the viability of appointing a Planning Committee Clerk on 3 hours per week as a potential parcel of work as a way of addressing his workload further but haven't reached a conclusion as to the desirability of this as a way forward.

I'll be happy to talk further about this and take questions at the meeting but wanted members to have the opportunity to reflect on some of these issues in advance of the meeting.

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Meeting Schedule- April 2021 to May 2022

v6



5 April 2021	Easter Holiday	TIME	CLERK
12 April	Planning Committee	19:00	RM
19 April	Service Provision Committee	19:00	LB
26 April	Finance and Management Committee	19:00	RM/LB
3 May	Bank Holiday		
10 May	ANNUAL COUNCIL MEETING deferred	19:00	LB/RM
17 May	Planning Committee	18:30	RM
	Community Assets Support Committee	20:00	LB
24 May	Climate Emergency Committee	19:00	RM
31 May	Bank Holiday		
7 June	Planning Committee	19:00	RM
14 June	Finance and Management Committee	19:00	RM/LB
21 June	Staffing Committee (Brockholes Village Hall)	19:00	LB
	Extraordinary Full Council (AGAR)	20:30	LB
28 June	Planning Committee	19:00	RM
5 July	Publications and Communications Committee	19:00	RM
12 July	COUNCIL (Annual Meeting) (Hade Edge Band Room)	19:00	RM
19 July	Climate Emergency Committee (Hade Edge Band Room)	19:00	RM
26 July	Planning Committee (Hade Edge Band Room)	18:30	RM
	Extraordinary Full Council (Hade Edge Band Room)	20:00	RM
2 August	Holiday		
9 August			
16 August			
23 August	Planning Committee	19:00	RM
30 August	Bank Holiday		
6 September	Finance and Management Committee(grants)	19:00	RM
13 September	Publications and Communications	19:00	RM
20 September	Service Provision Committee	19:00	JM
27 September	Planning Committee	19:00	RM
4 October	Free before council		
11 October	COUNCIL	19:00	JM
18 October	Climate Emergency Committee	19:00	RM
25 October	Holiday		
1 November	Planning Committee	19:00	RM
8 November	Extraordinary Publications and Communications	19:00	RM
15 November	Staffing Committee	19:00	JM
22 November	Finance and Management Committee (budgets)	19:00	RM
29 November	Planning Committee	19:00	RM
6 December	Free before Council		
13 December	COUNCIL (budgets)	18:30	JM
20 December	Holiday		
27 December	Holiday		
3 January 2022	Free/ prepare agendas		

Agendas published on the Council Website three working days prior to the meeting.

clerk@holmevalleyparishcouncil.gov.uk

Version 6: December 2021

Holme Valley Parish Council

Meeting Schedule- April 2021 to May 2022

v6

10 January 2022	Planning Committee	19:00	RM
17 January	Finance and Management Committee	19:00	RM/JM
24 January	Publications and Communications Committee	19:00	JM
31 January	COUNCIL (precept)	19:00	JM/RM
7 February	Planning Committee	18:30	RM
14 February	Service Provision Committee	19:00	JM
21 February	Holiday		
28 February	Climate Emergency Committee	19:00	JM
7 March	Planning Committee	19:00	RM
14 March	Finance and Management Committee	19:00	RM/JM
21 March	Staffing Committee	19:00	JM
28 March	Annual Parish Meeting	19:00	JM
	COUNCIL	20:00	JM
4 April	Planning Committee	19:00	RM
11 April	Holiday		
18 April	Holiday		
25 April	Finance and Management Committee	19:00	RM
2 May	Holiday		
9 May	Planning Committee	19:00	RM
16 May	ANNUAL COUNCIL	19:00	JM
23 May	Staffing Committee	19:00	JM
30 May	Holiday		

Meetings on Monday evenings and start at 7pm unless there are 2 meetings	
Meetings are in the Exhibition Room, Top Floor, Holmfirth Civic Hall, unless otherwise stated.	
Meeting free week before full council where possible to enable all previous meetings to be included in Council agenda. The week after a long holiday period should be a free week to allow agendas to be distributed.	
Annual Parish Meeting (of electorate) to be held between 1 March and 1 June	
In an election year the Annual Council Meeting is to be held between 4 and 14 days after polling day	
Where there are two meetings the first starts at 6.30 and the second at 8 pm or whenever the previous meeting finishes	
Pubs and Comms, Service Provision and Climate Emergency meet 4 times a year. The green lines denote each Quarter of the year.	
Planning meets every 4 weeks if possible	
Staffing meets 3 times a year or as needed	
Finance and Management or Full Council alternate month on month.	