

HOLME VALLEY PARISH COUNCIL

DRAFT MINUTES
STAFFING COMMITTEE
MONDAY 15th NOVEMBER 2021

PRESENT: Cllr Hogley (Chair), Cllr Pogson (Vice-chair), Cllr Brook, Cllr Colling, Cllr East

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2122 26 Public Question time.

There were no members of the public present.

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

HOLME VALLEY PARISH COUNCIL meetings can now be recorded. This meeting was recorded by the Clerk in video format for the **HOLME VALLEY PARISH COUNCIL** *YouTube* channel. No other requests to record the meeting were received.

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

Apologies and reasons had been circulated by email prior to the meeting from Cllr Blacka.

RESOLVED: to approve apology and reason.

Clerk to check make up of the membership of the **STAFFING COMMITTEE** to ensure that all councillors entitled to attend as members can do so.

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

RESOLVED: Item 2122 36 to be heard in private session.

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

There were no Members' personal and disclosable pecuniary interests in items on the agenda.

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

NOTED: The Clerk declared an interest in **item 2122 35** and **item 2122 36**.

2122 32 To consider written requests for new DPI dispensations.

RESOLVED: to grant the new DPI dispensation; this will now move forward to be **NOTED** at **FULL COUNCIL**.

Clerk to amend **Terms of Reference** for **ANNUAL COUNCIL** meeting so that DPIs progress straight to **FULL COUNCIL**.

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

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

2122 34 To appoint a Staff Performance and Development Lead for the remainder of the Council Year 2021-22

The role of Staff Performance and Development Lead as set out in the **Terms of Reference Appendix 1 p15-17** was discussed. The Staff Performance and Development Lead should be seen by both the Clerk and the Deputy Clerk as the point of contact regarding all sensitive staffing matters.

RESOLVED: Cllr Colling to take on this role.

2122 35 To receive a report on appraisal/supervision 2021-22

The Clerk gave a report on appraisal and supervision information for herself, the Deputy Clerk/RFO and the Climate Emergency Co-Ordinator in turn. The information included:

- Dates and outcomes of latest supervisory meetings
- Appropriate job descriptions being in place
- Arrangements in place for the sharing of timesheets
- Objectives-setting
- Training needs
- Workload issues
- Approximate timings for the next round of appraisal meetings

The Clerk noted the following:

- The situation in July/August 2021 had been very challenging due to the departure of the previous Clerk, necessitating the Deputy Clerk/RFO taking on significant extra duties, including supporting the new Clerk.
- In accordance with Standing Orders the appraisal process will move from the current 6 monthly appraisal meeting to refer a 3 point appraisal cycle: objectives-setting at the start of the Council Year, a mid-point meeting and an appraisal review towards the end of the Council Year.
- Separate from supervisory processes, it is the Clerk's intention to instigate regular team meetings for the Clerk and Deputy Clerk to assist with the structuring of the strategic and operational work of **HOLME VALLEY PARISH COUNCIL**. It was remarked that the Chairman of the **CLIMATE EMERGENCY STANDING COMMITTEE** held similar regular meetings with the Climate Emergency Co-ordinator.

RESOLVED: to recommend to **FULL COUNCIL** that the Chairman writes to the Deputy Clerk to note and thank him for the additional work and pressure arising in July and August 2021.

2122 36 To consider a temporary contractual hours change from 25 to 32 hours per week for the Clerk from 1st January 2022.

This item was heard in private session in accordance with the resolution from **item 2122 29**.

The Clerk shared the following key points from the *Staffing Matters Update*:

- The Council had experienced a significant amount of staff change in the last couple of years.
- In the same period Council activity had measurably increased.
- The outcomes of the review of Committee and work allocation between the Clerk and Deputy Clerk recommended in the confidential external report *Review of Staffing Workloads* were in place for the appointment of the new Clerk.
- However, whilst the Council had approved 10 hours per week of additional staffing as

recommended in the confidential external report *Review of Staffing Workloads* from May 2021 this was yet to be implemented whilst the new Clerk settled into her role from August 2021.

- Further action is needed to enable Council officers to work more strategically.

The Clerk shared her reflections that the current workload of both the Clerk and Deputy Clerk/RFO is focused predominantly on servicing the committee meetings, dealing with day-to-day correspondence and facilitating imminent annual events. There is a lack of time to attend to important but not urgent strategic projects or substantial training such as the CiLCA qualification. The two resolutions below are to support the Clerk in her efforts to ensure Council Officers can work more strategically moving forward.

RESOLVED: to recommend to **FULL COUNCIL** that the clerking of **PUBLICATIONS AND COMMUNICATIONS COMMITTEE** move from the Deputy Clerk to the Clerk from 1st January 2022.

RESOLVED: to recommend to **FULL COUNCIL** a temporary contractual variation for the Clerk of 7 hours from 25 hours to 32 from 1st January 2022 to be reviewed on a 6 monthly basis.

Clerk to produce a paper for **FULL COUNCIL MEETING** on **13-12-21** detailing costings and the information shared with **STAFFING COMMITTEE** members. Clerk to liaise with the Chair of the **STAFFING COMMITTEE** and the Chairman of **HOLME VALLEY PARISH COUNCIL** to ensure the paper provides the information required for the **FULL COUNCIL MEETING** on **13-12-21**.

2122 37 To note training received by Officers since the STAFFING COMMITTEE MEETING on 21st June 2021 and approve any upcoming training.

NOTED: 3 half day remote training courses had been attended as follows:

Recipient	Course	Organising body	Date
Clerk	Induction for new clerks	YLCA	7-9-21
Clerk	Appointing, structuring and using committees for council work	YLCA	28-9-21
Clerk	Policies – mandatory and best practice	YLCA	29-9-21
Deputy Clerk/RFO	Grants – policies and procedures	YLCA	5-10-21

The Clerk shared her intention to begin CiLCA in January 2022 (already approved) and to focus on finance training (RIALTAS) in the Spring as appropriate.

2122 38 To consider rescheduling the calendared Staffing Meeting for 23rd May 2022 to 21st March 2022.

Due to pre-booked annual holiday booked prior to taking up post, the Clerk requested that the meeting scheduled for **23rd May 2022** be moved to **21st March 2022**.

RESOLVED: to support recommendation to **FULL COUNCIL MEETING** on **13-12-21** approval of a revised meetings schedule, adding in a **STAFFING COMMITTEE MEETING** on **21-3-22** and taking out the **STAFFING COMMITTEE MEETING** scheduled for **23-5-22**.

The meeting closed at 8.04pm