

# HOLME VALLEY PARISH COUNCIL

STAFFING COMMITTEE  
MONDAY 18 JULY 2022  
EXHIBITION ROOM, THE CIVIC, HOLMFIRTH

PRESENT: Cllr Pogson (Chair), Cllr Brook, Cllr Blacka, Cllr Colling, Cllr Hogley

Officer in attendance: Jen McIntosh (Clerk)

**Public Question time.**

There were no members of the public present.

**2223 01 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

The meeting was recorded by the Clerk to be subsequently published on the **HOLME VALLEY PARISH COUNCIL's** *YouTube* channel. No other requests for recordings to be made were received.

**2223 02 Apologies for absence.**

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

**RESOLVED:** to approve apologies for absence with reason from Cllr East.

**2223 03 Items on the agenda to be discussed in private session**

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

**RESOLVED: to consider** items 2223 09, 2223 11 and 2223 12 in private session.

**2223 04 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.

**2223 05 Officers' interests in items on the agenda.**

**NOTED:** the Clerk declared an interest in items 2223 09, 2223 10, 2223 11 and 2223 12.

**2223 06 Written requests for new DPI dispensations.**

One new DPI dispensation had been received and emailed out to the STAFFING COMMITTEE members under separate cover.

**RESOLVED:** to approve a new DPI dispensation from Cllr Brook.

The approval of the dispensation to be noted by FULL COUNCIL in due course and a redacted version placed on HVPC website.

## HOLME VALLEY PARISH COUNCIL

### **2223 07 Minutes for the Staffing Committee meeting on 21 March 2022, numbered 2122 39 to 2122 52.**

**NOTED:** the Minutes of the STAFFING COMMITTEE MEETING held on 21 March 2022, numbered 2122 39 to 2122 52, *approved* at FULL COUNCIL MEETING held on 16 May 2022.

### **2223 08 Staff costs 2021-22 report and RFO report on outlay on officer/office costs**

A written report 2021-22 *HVPC Detailed Income and Expenditure - Staffing* from the Deputy Clerk/RFO was presented, showing actual spending regarding staffing costs in conjunction with the *RFO report on outlay on officer/office costs*. The Committee's thanks were to be passed to the Deputy Clerk/RFO for a concise summary that could usefully accompany any recommendations regarding future staffing needs that might follow.

**NOTED:** Contents of Staff costs 2021-22 report and *RFO report on outlay on officer/office costs*.

### **2223 09 Appraisal/supervision 2021-22 and 2022-23**

This item was considered in private session.

The Clerk reported that she and Cllr Colling, the Staff Performance and Development Lead, met on 7-7-2022 to conduct a review/appraisal meeting and set objectives for the Council Year 2022-23. The statement of performance and objectives for 2022-23 agreed were shared at the meeting.

The Deputy Clerk/RFO and Clerk held a review meeting on 17-2-2022, reported at the meeting on 21-3-2022. An objectives-setting meeting will be scheduled during July/August.

The CEC/Clerk held a review meeting on 9-3-2022, reported at the Staffing Committee meeting on 21-3-2022. This included setting objectives for 2022-23.

Job descriptions remain in place and time sheets have been submitted in a standard format.

A new appraisal policy is to be drawn up over the Summer for consideration at the STAFFING COMMITTEE meeting in the Autumn. Points put forward for inclusion/consideration were as follows:

- Clarifying role and frequency of formal and informal meetings.
- How to include 360 degree feedback from councillors and other officers and the possibilities for anonymising this.

**NOTED:** update on appraisal/supervision 2021-22 and 2022-23.

Cllr Pogson to forward to the Clerk a proforma for obtaining 360 degree feedback for possible adaptation.

Clerk to search out and email to members the current appraisal policy.

### **2223 10 Review of the temporary contractual hours change from 25 to 32 hours per week for the Clerk from 1<sup>st</sup> January 2022.**

The Clerk presented her breakdown of how time had been spent March to July 2022. There is a continuing need for the additional 7 hours just to try and keep pace with Council work.

In the longer term the Clerk would wish to return to her 25 contracted hours.

**RESOLVED:** to recommend to FULL COUNCIL the continuation of temporary contractual hours change

# HOLME VALLEY PARISH COUNCIL

from 25 to 32 hours per week.

This will be reviewed by the STAFFING COMMITTEE on 17 October with consideration being given to extending the contract variation to the end of the fiscal year on 31 March 2023.

## 2223 11 Expansion of the Core HVPC Staff Team

This item was considered in private session in line with resolution 2223 03.

It was reported that the confidential external report *Review of Staffing Workloads* identified the need for officers to work more strategically and recommended 10 hours of additional staffing to support this. The allocation of seven additional hours per week to the Clerk on a temporary basis was approved as a temporary fix whilst the overall picture of staffing needs was ascertained.

There is no financial provision for the appointment of an additional team member in the 2022-23 Budget.

The case for appointing a permanent Assistant Clerk was discussed within the wider context of facilitating the effective working of the Council, including the following points:

- Communications and special projects need to form a core part of any new role as part of creating capacity within the team.
- Increasing the capacity of the Deputy Clerk/RFO to focus on strategic financial work by placing the clerking of the PLANNING COMMITTEE elsewhere had been established as a key priority; the creation of any new role should address this.
- Amalgamating the PUBLICATIONS AND COMMUNICATIONS STANDING COMMITTEE and the CLIMATE EMERGENCY STANDING COMMITTEE was desirable and would show further progress in moving forward the work of the Council in line with the confidential review.
- The new committee formed from the amalgamation, along with the appointment of an Assistant Clerk, would increase the capacity of the Council and its staff team to focus on special projects, engage with the community and meet its objectives.
- Acting this year to increase the capacity of the staff team and rationalise the work of the committees would mean the new council to be elected 2023-24 would be well-placed to pursue its own vision for the Holme Valley.
- The creation of the post would both build capacity and potentially contribute to future-proofing/ succession planning for the staffing team in the longer term.

Reference points for forming a job description and person specification for the role included:

- The post would need to be for 25 hours to cover the core elements of communications, special projects and servicing both the amalgamated new committee and the PLANNING COMMITTEE.
- A firm commitment to the completion of iLCA and CiLCA should form part of any recruitment profile.

**RESOLVED:** to commission initial drawing up of an Assistant Clerk role on 25 hours to be budgeted for in 2023-4 onwards commencing from April 2023.

Clerk to report to STAFFING COMMITTEE meeting on 17 October on total projected cost of role including on-costs, proposed job description and person specification. The proposed role to be costed into the proposed STAFFING COMMITTEE budget for 2023-24 and then the role taken forward for recommendation to FULL COUNCIL on 12 December 2022.

Clerk to consider the logistics of accommodating 3 members of staff, each on 25 hours per week, within the current office set up.

The cost of the role would be offset by the Clerk returning to her 25 hour contract and the current temporary role of Climate Emergency Coordinator coming to a natural end.

# HOLME VALLEY PARISH COUNCIL

## 2223 12 Annual pay awards for the Clerk and Deputy Clerk

This item was considered in private session in line with resolution 2223 03.

It was reported that both the Clerk and Deputy Clerk/RFO are due to have their pay reviewed.

Both the Clerk and the Deputy Clerk/RFO have received satisfactory appraisal reviews since August 2021 with no concerns raised.

*The Clerk withdrew from the meeting while the item was discussed.*

**RESOLVED:** to approve a pay rise of one point on the Spinal Column from 28 to 29 for both the Clerk and the Deputy Clerk/RFO.

A further point to be awarded upon completion of the iLCA and CiLCA qualifications.

Clerk to verify and report to Chair the pay range scale stipulated on the Deputy Clerk/RFO's contract of employment.

## 2223 13 Training received by Officers

It was reported that the Clerk will begin the CiLCA course upon return from holiday leave next month.

**NOTED:** training received by Officers since the STAFFING COMMITTEE meeting on 21 March 2022 and upcoming training.

*The meeting closed at 8.24pm.*