

# HOLME VALLEY PARISH COUNCIL

## STAFFING COMMITTEE MONDAY 17 OCTOBER 2022

**Present:** Cllr Michael Pogson, Cllr Jason Brook, Cllr Mary Blacka, Cllr Pat Colling, Cllr Sean East, Cllr Rachel Hogley, Cllr Kath Bellamy

Jen McIntosh, the Clerk, was in attendance to take minutes.

### DRAFT MINUTES

#### **Public Question time.**

A Parish Councillor attended as a member of the public. There were no questions raised.

#### **2223 14 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

The meeting was being video recorded for subsequent publication on the **HOLME VALLEY PARISH COUNCIL's YouTube** channel. No other recordings were requested.

#### **2223 15 Apologies for absence.**

All members were present.

#### **2223 16 Items on the agenda to be discussed in private session**

**RESOLVED:** to hear 2223 22 in private session due to the nature of the item.

#### **2223 17 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 to consider.

#### **2223 18 Officers' interests in items on the agenda.**

**NOTED:** The Clerk declared an interest in items 2223 21., 2223 22, 2223 24.

Standing Orders would be suspended as appropriate to allow the Councillor attending as a member of the public to observe the full meeting.

#### **2223 19 Written requests for new DPI dispensations.**

There were no new DPI dispensations to consider.

#### **2223 20 Minutes for the Staffing Committee meeting on 18 July 2022, numbered 2223 01 to 2223 13.**

**NOTED:** the Minutes of the STAFFING COMMITTEE MEETING held on 18 July 2022, numbered 2223 01 to 2223, *approved* at FULL COUNCIL MEETING held on 10 October 2022.

## 2223 21 Appraisal/supervision 2022-23

The Clerk reported that she had met with the Deputy Clerk/RFO in August 2022 to conclude target-setting. A supervisory meeting was due to be arranged with the Climate Emergency Coordinator in November. Timesheets for all staff members were up-to-date.

A review of the appraisal policy was pushed back to the next Staffing Committee meeting on Monday 23 January 2023.

An action for the Clerk from the meeting on 18-7-22 remained, namely to email out the existing appraisal policy.

**NOTED:** update on appraisal/supervision 2022-23

**RESOLVED:** to recommend to FULL COUNCIL an extension of the Clerk's contract variation to 31 March 2023

Clerk to discuss management of TOIL with Staff Performance Co-ordinator.

## 2223 22 Staffing budget 2022-23 and new Assistant Clerk role

The item was heard in private session.

The Clerk reported that at the meeting on 18 July 2022 the Staffing Committee had resolved to commission the initial drawing up of an Assistant Clerk role on 25 hours to be budgeted for in 2023-4 onwards, commencing from April 2023.

Detailed information about a new role would be considered at the next Staffing Committee meeting on Monday 23 January. The Clerk, in liaison with the Deputy Clerk, would bring forward proposals regarding roles.

Any such proposals would have a financial cost. These possible costs needed to be reflected in the budget requested for 2023-24, including raising the staff training budget for induction costs and the possibility of the Deputy Clerk enrolling for CiLCA.

The Committee considered the report produced by the Deputy Clerk/RFO regarding the national pay offer being consulted on and the implications of this for funding the existing two roles and a third role.

**RESOLVED:** to recommend to FULL COUNCIL to fund from General Reserves an external evaluation of the two current officer roles and, in principle, a third role.

**RESOLVED:** that a pay range of Spinal Column Points (SCP) 18-23 for the appointment of an Assistant Clerk be incorporated into the Staffing Committee budget recommendation for 2023-24.

**RESOLVED:** to recommend to Finance and Management Committee a budget of £79,791.58 for salaries and on-costs and £1,500 for staff training for 2023-24.

## 2223 23 Training received by Officers

Clerk reported that she had her first Certificate in Local Council Administration (CiLCA) session on 23-8-2022 and hoped to complete the course in Autumn 2023. She had also participated in webinar training Budgeting for Clerks on 2 -9-2022 and attended the in-person Yorkshire Local Councils

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Association (YLCA) Conference on 23-9-2023 .

In terms of future training, she and the Deputy Clerk were looking forward to a training webinar on Procurement on 8-11-2022. Finally, the Clerk was enrolled on a webinar on the Role of Internal Audit scheduled for 8-12-2022.

**NOTED:** training received by Officers outlined above.

*The meeting closed at 7.55pm.*