

# HOLME VALLEY PARISH COUNCIL

## STAFFING COMMITTEE MONDAY 17 JULY 2023

**PRESENT:** Cllr Blacka (in the Chair), Cllr Baylin, Cllr Colling, Cllr Greaves, Cllr Whitelaw

**APOLOGIES AND REASONS APPROVED:** Cllr Dixon, Cllr Wilson

**ABSENT WITHOUT APPROVAL:** none

**OFFICER TAKING MINUTES:** Jen McIntosh CLERK

### DRAFT MINUTES

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

No members of the public were present to speak to Members.

Cllr Blacka welcomed members to the meeting.

She explained that in the absence of the STAFFING COMMITTEE Chair, Cllr Tom Dixon, and given that no Vice-Chair had been confirmed as yet, she was assuming the Chair at the invitation of Cllr Dixon. It is the custom and practice of HOLME VALLEY PARISH COUNCIL for the council Chair to also take on the role of STAFFING COMMITTEE Vice-Chair.

#### **2324 01 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

The meeting will be video recorded and subsequently published on the **HOLME VALLEY PARISH COUNCIL's YouTube** channel, with items heard in private session redacted.

There were no requests for any other recordings are to be made.

#### **2324 02 Apologies for absence.**

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

**APPROVED:** apologies and reasons for absence from Cllr Dixon and Cllr Wilson.

Cllr Whitelaw had notified the Clerk that she expected to submit apologies and reasons for absence to the next two STAFFING COMMITTEE meetings on 13-11-2023 and 15-4-2024. In such cases Standing Orders allowed for the vice-chair of the relevant committee to stand in for an absent member.

**RESOLVED:** invitation to attend the next two meetings to be made to Cllr Green, the Vice Chair of CLIMATE ACTION, COMMUNICATIONS AND ENGAGEMENT COMMITTEE.

#### **2324 03 Items on the agenda to be discussed in private session**

Members of the public were to be excluded from the meeting during such items and the recording redacted.

Resolutions to be recorded in the written minutes.

**RESOLVED:** items 2324 10, 2324 11, 2324 12, 2324 13 to be discussed in private session.

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### 2324 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 declared.

### 2324 05 Officers' interests in items on the agenda.

Cllr Greaves arrived at approximately 7.04 during this item.

**NOTED:** the Clerk declared an interest in items 2324 10, 2324 11, 2324 12, 2324 13 and 2324 14 on the agenda.

### 2324 06 Written requests for new DPI dispensations.

New DPI dispensations received had been emailed out to the STAFFING COMMITTEE members beforehand. If granted they will

**NOTED:** new DPI dispensations received from Cllr Blacka, Cllr Dixon and Cllr Whitelaw.

To be noted by FULL COUNCIL in due course and redacted versions placed on HVPC website.

### 2324 07 Minutes for the Staffing Committee meeting on 23 January 2023, numbered 2223 24 to 2223 36.

**NOTED:** the Minutes of the STAFFING COMMITTEE MEETING held on 23 January 2023, numbered 2223 24 to 2223 36 **APPROVED** at FULL COUNCIL MEETING held on 6 February 2023.

### 2324 08 Appointment of vice chair of the Staffing Committee

At the Annual Council meeting in May 2023 the appointment of the vice chair of the Staffing Committee was delegated to the first meeting of the committee.

Standing Orders state that any eligible councillor (having served 2 years on Full Council) on this committee can be elected as vice chair. Custom and practice in recent years has been that the serving Chair of the Full Council serve as vice chair of this committee.

Consideration of the appointment of the vice chair of the Staffing Committee to serve throughout the council year 2023-24 was **DEFERRED** to the next STAFFING COMMITTEE meeting scheduled for 13 November 2023.

### 2324 09 Appointment of Staff Performance and Development Lead

Appointment to the role was considered in line with Standing Orders.

**APPROVED:** that Cllr Colling continue in the role of Staff Performance and Development Lead until the first STAFFING COMMITTEE meeting of the council year 2024-25.

### 2324 10 Staff costs 2022-23 report and staffing budget 2023-24

This item was heard in private session.

**NOTED:** the contents of Staff costs 2022-23 report and staffing budget for 2023-24 report.

Action for the Clerk to investigate possible reinstatement of Kirklees parking permits for the staff team.

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### 2324 11 Appraisal/supervision 2022-23 and 2023-24

This item was heard in private session.

**NOTED:** update from the Clerk regarding appraisal/supervision as presented.

**NOTED:** actions taken by the Clerk in response to a staffing matter raised by a councillor were appropriate and proportionate.

### 2324 12 Pay awards for the clerk team

This item was heard in private session.

**TO CONSIDER:** arrangements regarding pay awards due to members of the clerk team.

**APPROVED:** that the Assistant Clerk be awarded one additional point as specified in her contract on the pay spine from 12 June 2023 in acknowledgement that she has successfully completed the Introduction to Local Council Administration (iLCA).

The Assistant Clerk was to be congratulated on her successful completion of this course.

**RESOLVED:** that the Clerk ensures that an external review of all three roles is carried out in time for the outcomes to be considered at the next STAFFING COMMITTEE meeting on 13 November 2023.

HOLME VALLEY PARISH COUNCIL had previously **RESOLVED** that money be committed from General Reserves to pay for an external review.

**RESOLVED:** to recommend to FULL COUNCIL that an EMR of £5,500 be created so that additional contractual staffing costs arising from any national pay award or incremental point award in 2023-24 can be met.

### 2324 13 Other staffing matters

This item was heard in private session.

**RESOLVED:** to recommend to FULL COUNCIL that additional hours worked by the Clerk May to July 2023 to meet the needs of HOLME VALLEY PARISH COUNCIL are paid out.

**RESOLVED:** to confirm that the clerk's response to complaints received and dealt with at the informal stage of the complaints procedure had been appropriate and proportionate.

### 2324 14 Training received by Officers

The Clerk reported on the training budget 2023-24 compared with training budget 2022-23 report and a report on staff training costs since 23 January 2023 as prepared by the Deputy Clerk/RFO.

**NOTED:** training received by Officers since the STAFFING COMMITTEE MEETING on 23 January 2023.

**APPROVED:** upcoming training including the Deputy Clerk/RFO's enrolment on the Certificate in Local Council Administration (CiLCA) course.

**The meeting closed at 9.02pm.**

