

HOLME VALLEY PARISH COUNCIL

STAFFING COMMITTEE

MONDAY 13 NOVEMBER 2023

PRESENT: Cllr Dixon (in the Chair), Cllr Baylin, Cllr Blacka, Cllr Colling, Cllr Greaves, Cllr Green, Cllr Wilson

APOLOGIES AND REASONS APPROVED: Cllr Whitelaw

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 Dixon welcomed members to the meeting.

2324 14 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The meeting was being 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 15 Apologies for absence.

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

APPROVED: apologies and reason for absence from Cllr Whitelaw.

Cllr Green as Vice-Chair of CACE attended in place of Cllr Whitelaw in line with Standing Orders.

2324 16 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 public recording released redacted as necessary.

RESOLVED: to consider items 2324 23, 2324 24, 2324 25 and 2324 26 in private session as they were likely to reference named employees.

2324 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 declared.

2324 18 Officers' interests in items on the agenda.

NOTED: the Clerk's interests in items 2324 20, 2324 23, 2324 24 and 2324 26 on the agenda.

2324 19 Written requests for new DPI dispensations.

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NOTED: a new DPI dispensation from Cllr Colling had been distributed prior to the meeting and would be considered at a meeting of the FULL COUNCIL on 18-12-2023.

NOTED: DPI dispensations for members of the clerking team as distributed prior to the meeting. These would be shared with councillors but not be posted to the HVPC website.

The above was a new initiative introduced as part of the Council's commitment to openness and transparency.

2324 20 Minutes for the Staffing Committee meeting on 17 July 2023, numbered 2324 01 to 2324 13.

NOTED: the Minutes of the STAFFING COMMITTEE MEETING held on 17 July 2023, numbered 2324 01 to 2324 13, **APPROVED** at FULL COUNCIL MEETING held on 9 October 2023.

The Clerk updated the Committee regarding Minute 2324 10 Action for the Clerk to investigate possible reinstatement of Kirklees parking permits for the staff team. A further report on this was to be prepared for the STAFFING COMMITTEE meeting on 15 April 2024.

2324 21 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 had been delegated to 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.

This matter had been **DEFERRED** from the meeting on 17 July 2023.

RESOLVED: that Cllr Blacka be appointed as vice chair of the Staffing Committee to serve throughout the remainder of the council year 2023-24.

Cllr Dixon expressed his willingness to be put forward as Chair of the STAFFING COMMITTEE for the Council Year 2024-25.

2324 22 Holme Valley Parish Council strategic priorities – feedback from the clerk team

Holme Valley Parish Council Chair had requested feedback from all committees to assist in a review of the Council's strategic aims. The clerk team were to have an input into this process through providing feedback to the Staffing Committee.

The Clerk reported that:

- This had been discussed by the clerk team.
- The team wished to record their thanks to all committee chairs for their effective working with the clerk team.
- The team were supportive of the work undertaken to establish key actions and discussions of timelines and also of the clear recognition that staff time is of itself a resource that needs aligning to priorities.

There was an understanding that committee chairs had a role in ensuring committees remained focused on their identified priorities. It was for the Clerk to manage what the clerk team worked on and, where necessary, challenge requests that entailed a time cost and were not reflective of priorities.

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

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This item was heard in private session.

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

RECEIVED: the statements of performance for both the Clerk and Deputy Clerk for 2022-23 as presented.

NOTED: the Assistant Clerk had successfully completed the six-month probationary period.

Members conveyed their congratulations to the Assistant Clerk.

The Clerk's appraisal had trialled an approach to obtaining feedback from councillors regarding performance.

An action for the Clerk and Staff Development and Performance Lead was to review the process used in line with feedback from the meeting and incorporate that into a new procedure to be used for all members of the clerk team from 2024 onwards.

2324 24 Pay awards for the clerk team

This item was heard in private session.

RESOLVED: to approve all the arrangements regarding pay awards due to members of the clerk team as set out in the Responsible Financial Officer's report.

To include:

- Salary uplifts for each of the clerk team in line with national salary awards, payable from 1 April 2023.
- The addition of an incremental pay point for the Clerk backdated to 1 April 2023.
- Payment in December 2023 of backdated, accrued pay for each officer.
- A recommendation to FULL COUNCIL to disestablish the EMR Staff Pay of £5,500 and return remaining funds to general reserves.

2324 25 Other staffing matters

This item was heard in private session.

A completed accident form was shared with the STAFFING COMMITTEE. No further action was needed.

Actions for the Clerk arising from this item were:

- To liaise with HVLC over potential movement of files to archive/digitisation of files so as to create further HVPC storage space in the Exhibition Room and assist in accommodating the reconfiguration of the office.
- Clerk team to discuss and develop a Business Continuity Plan.
- Clerk to investigate and liaise with STAFFING COMMITTEE regarding special leave arrangements for the clerk team.

2324 26 Staffing budget 2023-24 and budget planner 2024-25

This item was heard in private session.

Thanks to be conveyed to the Deputy Clerk/RFO whose reports were used to inform discussions about the projected Staffing Budget for 2024-25.

NOTED: Contents of staffing budget reports.

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APPROVED: Recommendation to FINANCE AND MANAGEMENT COMMITTEE for a Staff Expenditure Budget 2024-25 of £90,000 to include Staff Training Budget of £2,300.

This budget represents a 6% increase on the 2023-24 budget to take into account any potential pay uplifts to be awarded in 2024-2025.

In line with Standing Orders the Staff Training budget for 2024-25 was to include an additional £800 to allow for the possibility that the Assistant Clerk might opt to undertake the CiLCA qualification during the financial year 2024-25.

2324 27 Training received by Officers

The Clerk gave a verbal report on training received by officers and training planned.

NOTED AND APPROVED: training received by Officers since the STAFFING COMMITTEE MEETING on 17 July 2023 and upcoming training planned, including the possibility of the Assistant Clerk enrolling for CiLCA in 2024/25.

An action for the Clerk was to liaise with the Chair of Staffing and the Staff Development and Performance Co-ordinator regarding any further training for the clerk team to be undertaken before the next STAFFING COMMITTEE meeting on Monday 15 April.

The meeting closed at 8.45pm.