

HOLME VALLEY PARISH COUNCIL

STAFFING COMMITTEE MONDAY 29 APRIL 2024

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

APOLOGIES AND REASONS APPROVED: 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 Dixon welcomed members to the meeting.

2425 01 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The meeting was being video recorded to be 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.

2425 02 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 Wilson.

2425 03 Items on the agenda to be discussed in private session

RESOLVED: to consider items **2425 08, 2425 13, 2425 14** and **2425 15** in private session as they were likely to reference personal information regarding named employees.

2425 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.

2425 05 Officers' interests in items on the agenda.

NOTED: the Clerk's interests in items 2425 08, 2425 13, 2425 14 and 2425 15 on the agenda.

Clerk to remain in meeting and report on items as scheduled.

2425 06 Written requests for new DPI dispensations.

There were no new DPI dispensations to consider.

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2425 07 Minutes for the Staffing Committee meeting on 13 November 2023, numbered 2324 14 to 2324 27.

NOTED: the Minutes of the STAFFING COMMITTEE MEETING held on 13 November 2023, numbered 2425 14 to 2425 27, *approved* at FULL COUNCIL MEETING held on 18 December 2023.

The information below was received regarding ongoing matters arising from the approved minutes:

- I. External staffing roles review. The Clerk reported that an external review by YLCA remains outstanding and was still desirable. The Council had previously resolved to fund this through General Reserves. It was the Clerk's intention to take this forward early Summer 2024 and present outcomes at STAFFING COMMITTEE Meeting on 21 October 2024.

RESOLVED: to recommend to FULL COUNCIL that an external review of the Clerking team is completed 2024-25 and that expenditure of up to £420 from General Reserves is approved for this purpose.
- II. Parking permits. 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.** Correspondence through Cllr Greaves with Kirklees had established that there was not a dedicated parking space/or permit for an HVPC officer in the Council Offices Car Park and it was not possible to arrange a permit for the area around the Civic as that was residents only. The matter was now considered closed.
- III. Strategic priorities – Clerking team time resource. Consideration of officer time as a resource when discussing new projects etc was now much more routinely taken into account when decisions were made and it had been noticeable that officers were consulted about time availability when new projects commenced. The Clerk thanked the Committee on behalf of the Clerking team for this.
- IV. Business Continuity Plan. The Clerk reported on progress made, including training for the Assistant Clerk re payroll and more widely regarding the accounts package used by the Council. Grants training will take place prior to September. The Clerk expressed her thanks to the Deputy Clerk and Assistant Clerk for stepping in to ensure the effective running of meetings and generally for picking up work in her recent absence. The Clerk will now pick up the formal drafting of a Business Continuity Plan in the Summer, using the NALC template.

Item 2425 08 Staffing budget 2024-25 was put back in the agenda to follow item 2425 12.

2425 09 National Pay Award 2024-25 - update

The Clerk reported that all officers are employed in line with national local council conditions as set out in the Green Book and are paid on the National Joint Council pay spine. The 2023-24 pay award was confirmed as late as November 2023 and it was anticipated that this year's pay award, due from April 2024, may be significantly delayed.

The three unions involved put in a joint submission towards the end of February and that now awaits a National Employers' response. Given that unions will then wish to consult with their membership it is likely that any pay award may not be agreed until later in 2024. When implemented, any pay increases will need to be backdated to April 2024 and be paid at the next possible pay point.

NOTED: Clerk's update on the National Pay Award 2024-25.

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RESOLVED: to recommend placing £5,000 From General Reserves into earmarked reserve staff costs to cover possible national and contractual pay rises, including possible increments due to gaining qualified Clerk status, and oncosts for officers of the Council.

2425 10 Employment Law update

The Clerk reported further to the written update *Employment Law – summary of changes from April 2024*.

The changes in law were to make employment more attractive and encourage people who have left workforce to return. It was anticipated that there would be no immediate effect on current staff and their contracts as hours worked and balance of working in office/at home had been agreed with each officer.

Emergency leave had been looked at by Council last year and contractual changes made. There was already a contractual entitlement to roll over 5 days of annual leave or more by agreement.

Should any new appointment of an officer become necessary the Council would need to be mindful of legislative changes. It was expected that further changes would be implemented in the Autumn.

NOTED: Clerk's update on changes to Employment Law.

2425 11 Clerking team – Disclosure and Barring Service checks

All 3 members of the Clerking team have recently completed basic DBS checks and are awaiting certificates. This is part of the further professionalising of the Council's human resources procedures.

NOTED: Expenditure and payment of £116.94 for DBS basic checks completed by all 3 officers at request of HVPC.

2425 12 Human Resources Policies – for review

The Clerk reported that the following adopted Human Resources Policies were available from the HVPC website:

POLICY	ADOPTION DATE	NOTES
Disciplinary	16-12-2019 Full Council	For review at Staffing 29-04-2024
Grievance	16-12-2019 Full Council	For review at Staffing 29-04-2024
Whistleblower	21-09-2020 Full Council	For review at Staffing 29-04-2024
Equality and Diversity	21-09-2020 Full Council	For review at Staffing 29-04-2024
Annual Leave	21-09-2020 Full Council	Due for review Staffing 21-10-2024
Sickness and Absence	21-09-2020 Full Council	Due for review Staffing 21-10-2024
Home Working	21-09-2020 Full Council	Due for review Staffing 21-10-2024
Training and Development	06-02-2023 Full Council	Due for review Staffing 20-01-2025
Recruitment and Selection	06-02-2023 Full Council	Due for review Staffing 20-01-2025

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Employer Discretion Statement	07-07-2014 Full Council	Due for review Staffing 20-01-2025
Pensions	21-09-2020 Full Council	Due for review Staffing 20-01-2025

Presented at this meeting for review were the Disciplinary Policy, Grievance Policy, Whistleblowing Policy and Equality and Diversity Policy.

Each of these had been reviewed in line with the latest NALC model policy.

RESOLVED: to recommend to ANNUAL COUNCIL the updated *Disciplinary Policy* as presented.

RESOLVED: to recommend to ANNUAL COUNCIL the updated *Grievance Policy* as presented and with agreed amendment.

RESOLVED: to recommend to ANNUAL COUNCIL the updated *Whistleblowing Policy* as presented.

RESOLVED: to recommend to ANNUAL COUNCIL the updated *Equality and Diversity Policy* as presented.

All other policies to be presented for re-adoption at the ANNUAL COUNCIL Meeting on 13 May 2024 as currently presented on the website and reviewed on the date indicated in the table. A revised appraisal procedure was to be presented to a later STAFFING COMMITTEE meeting. This would adapt the appraisal cycle for the Clerk and Deputy Clerk to run April to April each year in line with the Assistant Clerk's.

2425 08 Staffing budget 2024-25

This item was put back to be heard following item 2425 12.

Heard in private session.

NOTED: Contents of staffing expenditure reports for 2023-24 and projected staffing expenditure for 2024-25.

NOTED: The Committee resolved to thank the Deputy Clerk for his RFO report on staffing costs 2023-24 and 2024 -25.

2425 13 Appraisal/supervision 2023-24

Heard in private session.

NOTED: Clerk's update on appraisal/supervision 2023-24 and plans for 2024-25.

RECEIVED: the appraisal statement of performance 2023-24 for the Assistant Clerk.

2425 14 Pay awards

Heard in private session.

RESOLVED: to approve a pay award of one incremental point for the Assistant Clerk, payable from 1 April 2024, in line with contractual entitlements.

2425 15 Other staffing matters

Heard in private session.

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The Clerk reported on other staffing matters including Time Off In Lieu, Annual Leave etc.

2425 16 Training received by Officers

The Clerk reported on training received by officers and upcoming training.

NOTED: training received by Officers since the STAFFING COMMITTEE Meeting on 13 November

APPROVED: upcoming training as presented.

The meeting closed at 8.14pm.