

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE

HELD ON MONDAY, 24 February 2020 at 18:00 PM

Those present:

Chairman: Cllr D Hall

Councillors: Cllrs T Bellamy, Cllr D Carré, P Davies, RP Dixon, T Dixon, R Hogley,
M Pogson, J Roberts

Officers: Mrs Liz Bennett, Clerk.

1920 51 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

As Local (Parish and Town) Council meetings can now be recorded, the Chairman checked if anyone wished to record the meeting, to ensure reasonable facilities could be provided. No members of the public or press were present, and no one wished to record the meeting.

1920 52 To accept apologies for absence.

Apologies for absence were accepted from Cllr S East.

1920 53 To consider whether items on the agenda should be discussed in private session

RESOLVED: That the none of the items should be discussed in private session.

1920 54 To receive Members' personal and disclosable pecuniary interests in items on the agenda

None received.

1920 55 To consider written requests for new DPI dispensations

None received.

1920 56 Climate Emergency Coordinator Post

There was some discussion as to whether this post had been agreed on as some members remain concerned at the expenditure. In summary the Climate Emergency Action Plan , the setting up of the new Climate Emergency Committee and the Budget spend expected for each part of the Action Plan (including this post) has been passed by full Council and the budget headings accepted in several committee meetings over the last 4 months. There was some discussion about where the person will work and how the post will be managed.

RESOLVED; that the post of Climate Emergency Action Plan Coordinator will be advertised in the next month and that the interview process will be delegated to a sub committee of three; Cllr T Bellamy, Cllr P Davies and Cllr R Hogley. The Clerk will also be involved with interviewing. The previously circulated documentation regarding the job description was accepted.

**1920 57 To Consider adopting new Policies in Human Resources.
Annual Leave, Home Working, Sickness Absence, Staff Training and Whistle-blower Policies.**

RESOLVED; that in principal all the five new policies would be adopted but with some minor

Holme Valley Parish Council

alterations before the policies were referred to full Council. The Sickness Absence policy should have the same length of leave, per years of service, as the Green Book. The Training policy needs clarification over the cost of CiLCA training.

1920 58 To review the training given to the trainee Clerk by the YLCA on 22 January 2020.

The committee had been previously circulated with a brief summary of the day's work. The Clerk will continue to work through the setting up of new policies and the reviewing of the most important policies until such time as she is ready for the Y.L.C.A. health check. The clerk was requested to provide a table of tasks to be completed so that Councillors can easily follow progress.

1920 59 To note progress in nominating the Chairman to training events that are required in here role as Supervisor of the Clerk.

The Committee noted the progress so far.

Meeting closed at 19:20 PM

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Chairman