

# HOLME VALLEY PARISH COUNCIL

## DRAFT MINUTES OF THE STAFFING COMMITTEE MONDAY 18 NOVEMBER 2024

Held at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**

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

**APOLOGIES AND REASONS APPROVED:** none

**ABSENT:** Cllr Colling

**OFFICER TAKING MINUTES:** Jen McIntosh CLERK

Rich McGill, Deputy Clerk/RFO was also in attendance.

### DRAFT MINUTES

#### **Public question time.**

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

Cllr Dixon welcomed members to the meeting.

#### **2425 17 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 18 Apologies for absence.**

No apologies and reasons had been received.

#### **2425 19 Items on the agenda to be discussed in private session**

**RESOLVED:** to consider items **2425 27, 2425 28, 2425 29** and **2425 31** in private session as they were likely to reference personal information regarding named employees.

#### **2425 20 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 21 Officers' interests in items on the agenda.**

**NOTED:** the Clerk's and Deputy Clerk/RFO's interests in items **2425 27, 2425 28, 2425 29** and **2425 31** on the agenda.

#### **2425 22 Written requests for new DPI dispensations.**

There were no new DPI dispensations to consider.

#### **2425 23 Minutes for the Staffing Committee meeting on 29 April 2024, numbered 2425 01 to 2425 16.**

## HOLME VALLEY PARISH COUNCIL

**NOTED:** the Minutes of the STAFFING COMMITTEE MEETING held on 29 April 2024, numbered 2425 01 to 2425 16, **APPROVED** at FULL COUNCIL MEETING held on 24 June 2024 as presented.

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

- I. External staffing roles review. Minute 2425 07. The Clerk reported that an external review of staffing roles, scheduled provisionally for Summer 2024 had been pushed back due to possible role changes that might emerge from committee structure/meetings schedule review. Up to £420 from General Reserves had been approved for this on 29-4-2024. This may need to be pushed back until 2025/6.
- II. Business Continuity Plan. Minute 2425 07. The formal drafting of a Business Continuity Plan had been pushed back due to lack of time.
- III. Disclosure and Barring Service Checks. Minute 2425 11. These had been delayed due to a miscommunication. Two are now complete with one outstanding.
- IV. Human Resource Policies. Minute 2425 12. Regarding the appraisal procedure, whilst this had not been updated it was the case that all 3 officers were now on April 1 to March 31 appraisal cycles.

### **2425 24 Appointment of Vice Chair of the Staffing Committee**

**RESOLVED:** the appointment of Cllr Baylin as the Vice Chair of the Staffing Committee to serve throughout the remainder of the council year 2024-25.

### **2425 25 Appointment of Staff Performance and Development Lead**

The Clerk reported that Standing Orders state that

*“The Staffing Committee will appoint a Staff Performance & Development Lead from the members of the Staffing Committee (including the Chair). They will act as the Clerk’s line manager on behalf of the Council. This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.”*

**RESOLVED:** to appoint Cllr Blacka as the Staff Performance and Development Lead to serve for 2 years.

**RESOLVED:** to amend Standing Orders for council year 2025/26 to remove the reference to the Staff Performance and Development Lead being the Clerk’s line manager and clarify that the Clerk is managed by the Staffing Committee.

### **2425 26 Holme Valley Parish Council review of committee structures and meeting schedule for 2025-26 – feedback from the clerk team**

Holme Valley Parish Council appointed a working group to review the Parish Council’s committee structure and meetings schedule for council year 2024-5 onwards. The clerk provided feedback from the clerk team further to the written report submitted with regards to this process.

The feedback would be shared with the Working Group.

### **2425 27 Appraisal/supervision 2024-25.**

This item was heard in private session.

**NOTED:** update received from the Clerk on appraisal/supervision 2024-25.

### **2425 28 Pay awards for the clerk team**

## HOLME VALLEY PARISH COUNCIL

This item was heard in private session. The Clerk and the Deputy Clerk left the meeting whilst the item was considered.

The resolutions below were recorded for minuting on their return to the room.

**NOTED:** the Deputy Clerk/RFO's report on pay and budgeting for staffing costs 2025-26.

**RESOLVED:** that the National Pay Award be applied to the salaries of all 3 officers.

**RESOLVED:** that the National Pay Award for each officer be back-dated to 1 April 2024 as per contract, with backpay being paid out at the next paypoint, being December 2024.

**RESOLVED:** that the Staffing budget for 2025-26 should be sufficient to meet any pay awards that might result from staff appraisals due to be concluded by 1 April 2025.

**RESOLVED:** that the EMR Staff Salaries be disestablished with any remaining funds returned to General Reserves.

**RESOLVED:** to recommend to FINANCE AND GENERAL PURPOSE COMMITTEE a staffing budget of £96,108.38 for 2025-26 and a staff training budget of £2,300.

### 2425 29 Other staffing matters

This item was heard in private session. The Clerk and the Deputy Clerk left the meeting whilst the item was considered.

The resolutions below were recorded for minuting on their return to the room.

**RESOLVED:** to approve a temporary contract variation for the Clerk to enable TOIL accumulated since the last STAFFING COMMITTEE meeting, as set out in the Deputy Clerk/RFO's report, to be paid out at the next paypoint.

Staff Performance and Development Lead and the Clerk to monitor hours worked and discuss ways to reduce the need for any build up of extra hours going forward.

**NOTED:** that the correct leave entitlement for all officers 2024-25 is 23 days plus 2 extra statutory days ie 25 days pro rata.

**RESOLVED:** to approve the amending of officer leave and TOIL records for 2024-25 and future years as a total of 25 days pro rata.

**RESOLVED:** that each officer was to take additional retrospective leave in line with the Deputy Clerk/RFO's report regarding annual leave miscalculations i.e Deputy Clerk/RFO to take an additional 2.7 days, the Clerk an additional 1.76 days and the Assistant Clerk an additional 1.35 days by 1 April 2025.

### 2425 30 Staffing budget 2025-26 and budget planner 2025-26

The Deputy Clerk/RFO had produced a Staffing budget YTD 2024-25 to be read in conjunction with Projections 2024-25 (including and excluding TOIL payment) and Budget Planner report for 2025-26.

**NOTED:** Contents of Staff costs 2024-25 report and staffing budget for 2025-26 report.

**NOTED:** under item 2425 29 the COMMITTEE had **RESOLVED** to recommend to the FINANCE AND MANAGEMENT COMMITTEE a Staff Expenditure Budget 2025-26 totalling £96,108.38 plus a training budget of £2,300.

# HOLME VALLEY PARISH COUNCIL

## 2425 31 Training received by Officers

The Clerk gave a verbal report on the training received by officers since 29 April 2024.

All officers had received training regarding the new HVPC website.

The Clerk and Assistant Clerk had attended the Full Council training on 24 September 2024.

The Assistant Clerk had received Advanced Canva training, attended a Communication Strategy Workshop, received Advanced Social Media training and undertaken self-guided tuition in the use of Wordpress for the new HVPC website.

Confidential written feedback from the Clerk's CiLCA training to date had been provided to the Committee under separate cover, including a sample of completed assessments. The Clerk's deadline for completing the CiLCA training was 15 January 2025. The Clerk had also attended online Procurement training and attended YLCA and SLCC branch meetings.

The Deputy Clerk/RFO expected to complete his CiLCA training in August 2025. It was probable that a 3-month extension would be sought from SLCC (administration charge at £50) to facilitate completion.

**NOTED:** training received by Officers since 29 April 2024.

**APPROVED:** Training for CANVA in principle for the Deputy Clerk/RFO.

**The meeting closed at 8.53pm.**