

HOLME VALLEY PARISH COUNCIL

To all Members of the Staffing Committee

You are hereby summoned to attend a Special meeting of the Staffing Committee to be held on **MONDAY 24 FEBRUARY 2020** at 18:00 PM in the **EXHIBITION ROOM, HOLMFIRTH CIVIC HALL, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS** for the transaction of the following business:

- AGENDA -

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| 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 to check if any members of the public wish to record the meeting, to ensure reasonable facilities can be provided. | 6.00 PM |
| 1920 52 | To accept apologies for absence | 6.01 PM |
| 1920 53 | To consider whether items on the agenda should be discussed in private session - any recording by members of the public to be halted during such items | 6.02 PM |
| 1920 54 | To receive Members' personal and disclosable pecuniary interests in items on the agenda and to receive any interests that Officers may have in items on the agenda. | 6.03 PM |
| 1920 55 | To consider written requests for new DPI dispensations | 6.04 PM |
| 1920 56 | Climate Emergency Co-ordinator post.
The Climate Emergency committee have prepared the person specification and job description for this new part-time post. The Committee are asked to consider the documents and the process of interviewing and appointing a person for this post. The Committee hope to appoint early in the new financial year. Documents previously distributed. | 6.05 PM |
| 1920 57 | To consider adopting new Human Resources policies adapted for the council according to NALC Guidelines.

1) Annual Leave Policy
2) Home Working Policy
3) Sickness Absence Policy
4) Staff Training and Development Policy
5) Whistle-blower Policy | 6.25 PM |
| 1920 58 | To note 2 days of support and training for the clerks with a member of Y.L.C.A. in preparation for the Council Health Check in due course.

A member of Y.L.C.A came to the office on 22 January and advised on the policies which needed to be updated (Financial Regulations, Standing Orders and Scheme of Delegations) and ran the GDPR checklist. She is planning to attend a Planning meeting/ training session in March to advise on whether the Planning Committee can reduce its workload and that of the clerks. | 6.35 PM |
| 1920 59 | To note progress in nominating the Chairman for training in supervision as recommended in the ACAS guidance.

The Chairman of the committee is the Line Manager for the Clerk and in that role needs to attend training on management and supervision. A YLCA webinar on 12 February was cancelled but a new application will be made as appropriate topics are advertised. | 6.40 PM |
| | Close of meeting | 7.00 PM |

Liz Bennett

Mrs E Bennett
Clerk to the Council

Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS
Telephone: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk