

# Holme Valley Parish Council

## MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY, 22 JANUARY 2018

Those present:

Chairman: Cllr K Bellamy

Councillors: Cllrs S Baggott, DK Bellamy, T Bellamy, JG Cropper, RP Dixon, TW Dixon, DM Firth and J Roberts

Officer: Mrs S S Barber

### **1718 36 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 wished to do so. The Clerk recorded the meeting (for Minute purposes only) but the recording would be deleted once the Minutes had been ratified.

### **1718 37 Public Open Session**

No members of the public or press were present.

A Member reported that a former Chairman and Councillor, Mrs Joan Osborn, had recently suffered a stroke.

RESOLVED: That the Clerk be authorised to send her a get well card.

### **1718 38 To accept apologies for absence**

Apologies for absence were accepted from Cllr R Hogley.

### **1718 39 To consider whether items on the agenda should be discussed in private session**

RESOLVED: That Item 8 (Staff Development Review) be taken in private session, owing to the confidential nature of the matters to be discussed.

### **1718 40 To receive Members' personal and disclosable pecuniary interests in items on the agenda**

None received.

### **1718 41 To consider written requests for new DPI dispensations**

None received.

### **1718 42 To accept the Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the Staffing Committee meeting held on 27 November 2017, numbered 1718 24 to 1718 35 inclusive, be confirmed.

### **1718 43 Exclusion of Public and Press**

RESOLVED: That the business of the Council now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

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## **1718 44 Staff Development Review**

(1) Staff Development Review 2017 (Minute No. 1718 31 refers): The Staff Development Co-ordinator reported that the majority of Members' Feedback Forms had now been received and a report was being produced. Generally, there had been good feedback.

RESOLVED: That a meeting between the Clerk and the Staff Development Co-ordinator be held at 5.30pm on Monday, 5 February 2018 to go through the feedback.

(2) Following a query from Cllr Mrs J Roberts re the Clerk's working hours for the Parish Council and how to contact the Clerk during and outside office hours, the Clerk had reminded all Members about the various means of contacting the Office.

RESOLVED: That the following means of contact be noted:

(a) Between the hours of 10am and 3pm (when the Office is open to the public) the Clerk can be contacted on 01484 822491.

(b) Outside normal office opening hours, members of the public can contact the Clerk on the same number (i.e. 01484 822491) but calls will go to voicemail, for the Clerk to collect any messages and respond during her next normal working day.

(c) In the case of an emergency regarding one of the Council's assets or an urgent matter regarding a councillor or specific project, the Clerk can be contacted on the Council's mobile (number only publicised to Members of the Council); the Clerk would respond immediately, if able to do so, otherwise any call would go to voicemail, for the Clerk to respond as soon as possible.

## **1718 45 Re-admittance of the Public and Press**

RESOLVED: That the public and press be re-admitted to the meeting.

## **1718 46 Staffing Matters**

On behalf of Cllr E Bunbury, who was not on this Committee, the Clerk reported on a proposal for the Council to create a work placement/internship. On the basis of the information provided, the Committee felt it could not support the proposal at the moment, but any potential intern would be welcome to attend a meeting to see what is involved.

The Clerk suggested that if the Committee/Council decided that it would not be feasible to have an intern, the Council might wish to consider supporting a Youth Council instead, as an alternative means of encouraging more young people to get involved in their local community and to have a voice when community matters are being considered. Members reported that, in the past, the Head Boy and Head Girl from the local High School Youth Council used to be invited to Parish Council meetings and perhaps that could be reinstated.

RESOLVED: (1) That Cllr E Bunbury should be asked to provide further details on her work placement/internship suggestion, for consideration at a future Staffing Committee meeting, including:

(a) Likely input required by the Clerk

(b) Benefits of doing an internship (to the Intern and the Council)

(2) That the Committee should then make a recommendation to full Council, bearing in mind that any University would probably want a graduate to start an internship in October.

(3) That an enquiry should be made to each of the local high schools, to investigate whether there would be any appetite for the Council supporting a Youth Council; the Clerk be authorised to write to the high schools and a local youth leader accordingly.

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**1718 47 Freedom of Information Act 2000 – to agree what information will be made available to the public**

RESOLVED: That, under the Council’s Publication Scheme, supporting papers for any item within the public session of the meeting be made available, if requested, after confirmation of the minutes.

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Chairman