

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY, 26 MARCH 2018

Those present:

Chairman: Cllr K Bellamy

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

Officer: Mrs S S Barber

1718 48 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 49 To accept apologies for absence

Apologies for absence were accepted from Cllr R Hogley.

1718 50 To consider whether items on the agenda should be discussed in private session

RESOLVED: That Item 7 (Staff Development Review) be taken in private session, owing to the confidential nature of the matters to be discussed.

1718 51 To receive Members' personal and disclosable pecuniary interests in items on the agenda

None received.

1718 52 To consider written requests for new DPI dispensations

None received.

1718 53 To accept the Minutes of the Previous Meeting

RESOLVED: That the Minutes of the Staffing Committee meeting held on 22 January 2018, numbered 1718 36 to 1718 47 inclusive, be confirmed.

1718 54 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.

1718 55 Staff Development Review

(1) Staff Development Review 2017 (Minute No. 1718 31 and 1718 86(1)(a) refer): The Staff Development Co-ordinator reported that most Members' feedback forms had now been received and those received had been reviewed and analysed. Overall, responses were positive and although a few areas were highlighted where improvements could be made by the Clerk (e.g. timeliness of agendas and supporting documents), it was agreed that the Clerk's workload had been very heavy and she had managed it well. She was also congratulated on

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her work completed on the asset transfer of Holmfirth Civic Hall.

Cllrs JG Cropper and RP Dixon entered the meeting during this item.

The Clerk reiterated her disappointment at one Member's form, where the Member had raised a number of concerns and given poor scoring for most items, which had a detrimental impact on the Clerk's overall scoring. The Clerk was not prepared to sign off her own Job Holder Comments unless she was given the opportunity to respond to the concerns raised, which did not mirror the comments of other Members. Although it was accepted that Members have personal opinions, justification was required for some or all of the views given by that particular Member.

RESOLVED: (1) That, as the Council must act on this, to avoid any demotivation of the Clerk, the views and opinions expressed by that one Member would be taken up with them, on a one-to-one basis, by the Staff Development Review Co-ordinator.

(2) That the Clerk would therefore review that particular Feedback Form again, to formulate her own queries/concerns re lack of evidence provided, to enable the one-to-one meeting to take place as soon as possible.

(3) That the Staff Development Review Co-ordinator should feedback to a future Staffing Committee meeting, so that the Staff Development Review 2017 can be signed off as soon as possible.

1718 56 Re-admittance of the Public and Press

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

1718 57 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