

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY, 11 JUNE 2018

Those present:

Chairman: Cllr J G Cropper

Councillors: Cllrs S Baggott, DK Bellamy, K Bellamy, T Bellamy, E Bunbury, RP Dixon, TW Dixon, D Hall, R Hogley and J Roberts

Officer: Mrs S S Barber

1819 01 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.

1819 02 To accept apologies for absence

None received.

1819 03 To consider whether items on the agenda should be discussed in private session

RESOLVED: That Item 8(1) (Staffing Matters) be taken in private session, owing to the confidential nature of the matters to be discussed.

1819 04 To receive Members' personal and disclosable pecuniary interests in items on the agenda

Cllr D Bellamy declared a personal interest in Item 8(1) (Staffing Matters).

1819 05 To consider written requests for new DPI dispensations

None received.

1819 06 To accept the Minutes of the Previous Meeting

RESOLVED: That the Minutes of the Staffing Committee meeting held on 26 March 2018, numbered 1718 48 to 1718 57 inclusive, be confirmed.

1819 07 Membership of Staffing Committee

Members considered the recommendations to the Council on the appointment of a Vice Chairman of this Committee and a Staff Development Review Co-ordinator for 2018-19. The Clerk also asked the Committee to review the overall membership of the Committee because, depending on who was appointed as Chairman of the Finance & Management Committee, the Staffing Committee could be over-subscribed.

RESOLVED: (1) That the appointment of Vice Chairman and membership of the Staffing Committee be referred back to full Council, for consideration at its next meeting on 23 July 2018 (by which time, the Chairman of the Finance & Management Committee should have been appointed).

(2) That the appointment of the Staff Development Review Co-ordinator be deferred until the

Holme Valley Parish Council

next Staffing Committee meeting (3 September 2018) once the full Committee membership has been confirmed; in the meantime, Cllr TW Dixon to continue in the role of Staff Development Review Co-ordinator until a new Co-ordinator has been appointed for 2018-19.

1819 08 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.

1819 09 Staffing Matters

(1) Statement of Grievance: As requested, the Clerk left the meeting during consideration of this item. It was agreed that Cllr S Baggott should take notes, for Minute purposes, in the absence of the Clerk.

The Committee Chairman described the process he and the Chairman of the Council had followed to recruit an independent arbiter for the grievance procedure. Discussion took place as to whether the grievance could or should be handled "in-house".

A number of options for independent support and associated estimated costings were considered.

Cllr D Bellamy declared a personal interest in one of the companies proposed, as the owner of the business was an acquaintance.

RESOLVED: That Hoey Ainscough Associates should be appointed as the independent arbiter.

(2) Clerk's hours of work and administrative support requirements: The Clerk re-entered the meeting before this item.

The Clerk reported that she had been approached by a north-Sheffield based Parish Council to provide support as a temporary, part-time, locum clerk throughout June and part of July; this would be until they could recruit a long term replacement for their own clerk who had recently retired. The Clerk would, of course, continue in her role as Clerk/RFO to Holme Valley Parish Council, but would revert back to her contracted part-time hours (32 instead of fulltime, 37 hours per week).

Members hoped this would not have a detrimental impact on the Clerk/RFO's workload, particularly on the Council's finances and follow-up correspondence from meetings, but the Clerk agreed that the situation would be reviewed on a weekly basis and additional administrative support could be brought in, if necessary (still within Budget).

RESOLVED: That the above be noted.

1819 10 Re-admittance of the Public and Press

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

1819 11 Work Placement/Internship & Engaging with Young People

(1) Proposal to create a work placement/internship (Staffing Minute No. 1718 46(1) refers): Cllr E Bunbury updated Members on her proposal and reported that a representative from the University of Huddersfield had agreed to attend the next Staffing Committee meeting, to discuss the possibility of an intern starting September/October 2019.

Holme Valley Parish Council

RESOLVED: That the above be noted.

(2) Suggestion to set up Youth Council (Staffing Minute No. 1718 46(3) refers:

RESOLVED: That the above be deferred to the next Staffing Committee meeting.

1819 12 Staff Development Review

(1) The Staff Development Co-ordinator reported that further actions were still being worked through relating to the completion of the 2017 Review. As yet, it could not be signed off.

RESOLVED: That the above be noted.

(2) To review format and consider arrangements for initiating Review for 2018:

RESOLVED: That the above item be deferred to the next meeting.

1819 13 West Yorkshire Pension Fund

RESOLVED: That the following correspondence be noted:

- (1) Email dated 1 March 2018 re Pension Matters – February 2018
- (2) Email dated 27 March 2018 regarding pension contributions from April 2018
- (3) Email dated 9 April 2018 regarding Pension Matters – March 2018
- (4) Email dated 28 April 2018 regarding Contribution Cash Statements – ye 31 March 2018
- (5) Email dated 1 May 2018 regarding Pension Matters – April 2018

1819 14 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