

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY, 10 SEPTEMBER 2018

Those present:

Chairman: Cllr J G Cropper

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

Officer: Mrs S S Barber

1819 15 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 16 To accept apologies for absence

None received.

1819 17 To consider whether items on the agenda should be discussed in private session

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

1819 18 To receive Members' personal and disclosable pecuniary interests in items on the agenda

None received.

1819 19 To consider written requests for new DPI dispensations

None received.

1819 20 To accept the Minutes of the Previous Meeting

RESOLVED: That the Minutes of the Staffing Committee meeting held on 11 June 2018, numbered 1819 01 to 1819 14 inclusive, be confirmed.

1819 21 Work Placement/Internship & Engaging with Young People

RESOLVED: (1) That Cllr E Bunbury be asked to provide an update on her proposal re a Work Placement/Internship from the University of Huddersfield.

(2) That consideration of a Youth Council be deferred until an update on the above has been considered.

1819 22 Staff Development Review

(1) 2017 Review: The previous Staff Development Review Co-ordinator reported that the 2017 Review had still not been completed (Minute No. 1819 12 refers) due to ongoing discussions re one Member's Feedback Form which differed to all the rest. The Review arrangements should not be 'unfiltered feedback' but should include setting objectives with

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specific, measurable targets for the year. This should have the aims to develop the Clerk, identify any training needs, ensuring work load is managed and that the Clerk is rewarded appropriately.

RESOLVED: That the above be noted.

(2) 2018 Review: Members were asked to consider the format of the 2018 Review and arrangements for initiating the Review (deferred at previous meeting - Minute No. 1819 12(2) refers).

RESOLVED: (i) That the Review should commence annually in early January, to review the previous calendar year (including internal/external audit completed by late September); the Review should be completed by the end of April (i.e. a four months maximum process, to be completed before the start of the next civic year). However, as pointed out by the Clerk, this would cause difficulties for budgeting for any training needs (costings required for the February full Council meeting).

(ii) That Cllrs J G Cropper and T W Dixon should liaise with the Clerk, to review the process objectives, timescales and guidelines, for a recommendation to be made to the next Staffing Committee meeting.

1819 23 West Yorkshire Pension Fund

RESOLVED: That the following correspondence be noted:

(1) Letter dated 29 June 2018 regarding a list of Independent Registered Medical Practitioners (IRMPs) to assess for ill-health retirement.

(2) Pension Matters – July and August 2018 editions.

1819 24 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 25 Staffing Matters

(1) Statement of Grievance: The Chairman of the Committee reported that a representative of the appointed Consultant, Hoey Ainscough Associates Ltd, had met various Councillors and his report would be circulated to all Staffing Committee Members as soon as it is received.

RESOLVED: That a Special Staffing Committee meeting should be arranged, to consider the report when it is received.

The Clerk left the meeting during consideration of the following item and Cllr TW Dixon took notes for minutes purposes.

(2) Formal complaint about the Clerk: Members noted the formal complaint and agreed that the Parish Council's complaint process should be followed. It should be treated as a minor misconduct complaint, although not deemed to be one at present.

RESOLVED: That the Chairman of the Staffing Committee be authorised to meet with the Clerk (the proceedings to be minuted by another Councillor or the Administrative Support Officer); the Clerk has the right to be accompanied and the Chairman to report back to the next Staffing Committee meeting and full Council in due course.

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1819 26 Re-admittance of the Public and Press

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

1819 27 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