

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY, 15 OCTOBER 2018

Those present:

Chairman: Cllr D Hall

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

Officer: Mrs S S Barber

1819 26 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

In the absence of the Chairman of this Committee, it was agreed that Cllr D Hall should chair the meeting.

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 were present. The Clerk recorded the meeting apart from any items held in private session (for Minute purposes only) but the recording would be deleted once the Minutes had been ratified.

1819 27 To accept apologies for absence

An apology for absence was accepted from Cllr JG Cropper.

1819 28 To consider whether items on the agenda should be discussed in private session

RESOLVED: That Items 7 (Staffing Matters) and 8 (Budget 2019-20) be taken in private session, owing to the confidential nature of the matters to be discussed.

1819 29 To receive Members' personal and disclosable pecuniary interests in items on the agenda

None received.

1819 30 To consider written requests for new DPI dispensations

None received.

1819 31 To confirm the Minutes of the Previous Meeting

RESOLVED: That the Minutes of the Staffing Committee meeting held on 10 September 2018, numbered 1819 15 to 1819 25 inclusive, be confirmed.

1819 32 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 33 Staffing Matters

(1) Complaint about the Clerk - Minute No. 1819 25(2) refers:

RESOLVED: That the above item be deferred, as the Chairman of Staffing was not at this meeting and the meeting between Cllrs JG Cropper, TW Dixon and the Clerk had not taken

Holme Valley Parish Council

place yet.

Cllr RP Dixon entered the meeting during this item.

(2) Statement of Grievance - Minute No. 1819 25(1) refers:

RESOLVED: That, as recommended by the appointed consultant, a Staffing Sub-Committee be appointed to consider the report, due to its confidential nature.

(3) Staffing Matter: Members noted that the Clerk's letter of resignation had been received by the Chairman of the Council and considered the Clerk's recommendations of what actions the Council now needed to take. It was not clear, at this stage, whether the Chairman of the Staffing Committee had sought any advice from YLCA, as recommended by the Clerk.

Members agreed that they were happy for the Clerk to work the full three months' notice or longer if possible, to provide training and support to any newly appointed Clerk/RFO. However, it was also noted that the Clerk may need to leave sooner, depending on her personal circumstances, and the Chairman, on behalf of the Council, thanked the Clerk for all her support and efforts over the last seven or more years as Clerk.

As agreed, the Clerk left the meeting at this point.

RESOLVED: (i) That Cllrs S Baggott, JG Cropper and D Hall be appointed to the Staffing Sub-Committee to meet in the next few days if possible, due to the urgency of some of these Staffing matters.

(ii) That the Chairman of the Council be appointed as Chairman of the Staffing Sub-Committee.

(iii) That Terms of Reference of the Staffing Sub-Committee should include the following:

a) To consider the consultant's report and recommendations on the Grievance matter, and to agree any recommendations to be made to the Staffing Committee and/or full Council as to a way forward.

b) To instigate process to arrange a locum clerk (if necessary).

c) To instigate recruitment process to appoint a new Clerk/Responsible Financial Officer.

d) To seek legal/professional advice as necessary throughout the above processes.

e) To contact a third party currently providing sub-contract administrative support, with a view to joining the Parish Council as an employee, on a part-time but permanent basis.

(iv) That a budget of £2,000 be approved to cover any recruitment advertising costs and legal/professional fees; such budget to come from the normal Staffing budget but any likely overspend (on recruitment fees, legal/professional advice, Locum Clerk support and any other unexpected Staffing costs for 2018-19) to be referred to full Council for any virements to be approved as necessary.

1819 34 Budget 2019-20

Members considered any recommendation to be made to the Finance & Management Committee on this Committee's budget requirements for 2019-20.

RESOLVED: (i) That an amount be included in the Budget 2019-20, to cover any potential legal/professional costs regarding the Grievance matter referred to above.

(ii) That the rest of the Staffing budgets for 2018-19 be held at the same amounts for 2019-20.

1819 35 Re-admittance of the Public and Press

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

