Holme Valley Parish Council

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

Those present:
Chairman: Cllr JG Cropper
Councillors: Cllrs DK Bellamy, K Bellamy, T Bellamy, RP Dixon, D Hall and J Roberts
Officer: Mrs S S Barber

1819 44 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 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 45 To accept apologies for absence

Apologies for absence were accepted from Cllrs S Baggott, TW Dixon and R Hogley.

1819 46 To consider whether items on the agenda should be discussed in private session

RESOLVED: That part of Item 7 (Staffing Matters) be taken in private session, owing to the confidential nature of the matters to be discussed.

1819 47 To receive Members' personal and disclosable pecuniary interests in items on the agenda

None received.

1819 48 To consider written requests for new DPI dispensations

None received.

1819 49 To confirm the Minutes of the Previous Meeting

RESOLVED: (1) That the Minutes of the Special Staffing Committee meeting held on 15 October 2018, numbered 1819 26 to 1819 36 inclusive, be confirmed.
(2) That the Minutes of the Staffing Sub-Committee meeting held on 23 October 2018, numbered 1819 37 to 1819 43 inclusive, be confirmed.

1819 50 Staffing Matters

(1) Appointment of Administrative Support Officer: Members noted that a Contract of Employment had now been prepared, for the new Officer to sign.

Cllr J Roberts entered the meeting during this item.

RESOLVED: (i) That a recommendation be made to the full Council that the Officer's Line Manager should be appointed annually, from Members of the Staffing Committee (once appointed) but the Line Manager could be the same person for a number of years, to provide continuity; Standing Orders to be updated accordingly, subject to full Council approval.

(ii) That delegated authority be given to the Staffing Sub-Committee to approve the terms and conditions of the Contract and then to forward it to the new Officer to sign.

(2) Provision of Locum Clerk:

RESOLVED: (i) That the Clerk be authorised to arrange for a Locum Clerk to meet with Officers and Members of the Staffing Sub-Committee as soon as possible (10am on Friday, 7 December 2018 suggested, if mutually convenient to everyone involved) before the Locum Clerk assists at their first Council/Committee meeting (on a trial basis).
(ii) That the Locum Clerk should be asked to assist at the Finance & Management Committee meeting re-scheduled to 10 December 2018 and the full Council meeting on 17 December 2018, as the current Clerk is not available on either of those evenings.

1819 51 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 52 Staffing Matters

(3) Vacancy for Clerk/RFO: Members noted that the deadline for applications had now passed and a short-list produced, with interview(s) planned for next week now (postponed from this week).

RESOLVED: That, following the interview(s), a Staffing Sub-Committee meeting should be held at 6pm on Monday, 10 December 2018 (before the Finance & Management Committee meeting) to discuss the appointment of a new Clerk/RFO.

At the request of the Committee, the Clerk left the meeting at this point. It was agreed that the Chairman of the Committee should take notes, for minute purposes.

(4) Grievance and Clerk's Resignation: Members noted that a Conciliation process had been instigated through ACAS in an attempt to find a resolution; the Clerk had agreed to a two weeks' extension to the normal deadline for any agreement to be reached.

RESOLVED: That Members were against the matter reaching Employment Tribunal stage.

Cllr T Bellamy wished to inform the Committee of his unhappiness with a section of the appointed consultant's report which referred to him. The Chairman of the Staffing Committee advised that this matter should be discussed with the Chairman of full Council and, if necessary, put on an appropriate agenda. It was not a matter for this meeting.

1819 53 Re-admittance of the Public and Press

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

1819 54 Staffing Development Review

The Clerk was asked to re-join the meeting at this point.

(1) Completion of 2017 Review (Minute No. 1819 12 refers): The previous Staff Development Review Co-ordinator reported that the Members' Feedback Summary had now been revised, in accordance with a previous decision by this Committee. Members noted the Clerk's view that she thought it was disgraceful that the Review still had not been completed; it should have been completed in January 2017, not least for budgeting of any training needs.

RESOLVED: That the above be noted.

(2) Staff Development Review 2018 – Members noted that the format and arrangements for initiating the 2018 Review (deferred at a previous meeting - Minute No. 1819 12(2) refers) were irrelevant, because neither the current Clerk or Administrative Support Officer would be reviewed in 2018 and any new Clerk/RFO would probably still be on a trial period until well into 2019 (by which time new councillors could then be in place, following the Local Elections in May 2019).

RESOLVED: That no Staff Development Reviews would be necessary in 2018 but new councillors in their first year of service should not be asked to participate in the Staff Development Reviews in future years.

1819 55 West Yorkshire Pension Fund

RESOLVED: That the Pension Matters round up for September and October 2018 be noted.

1819 56 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