

# Holme Valley Parish Council

## MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY, 2 September 2019

Those present:

Chairman: Cllr T Bellamy

Councillors: Cllrs P Davies, RP Dixon, M Pogson

Officers: Mrs Liz Bennett Clerk. Mr Richard McGill, Deputy Clerk

### **1920 27 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.

### **1920 28 To accept apologies for absence**

Apologies for absence were accepted for Cllrs Hall, East, Hogley, T Dixon and Roberts

### **1920 29 To consider whether items on the agenda should be discussed in private session**

**RESOLVED:** That the none of the items should be discussed in private session.

### **1920 30 To receive Members' personal and disclosable pecuniary interests in items on the agenda**

None received.

### **1920 31 To consider written requests for new DPI dispensations**

None received.

### **1920 32 To confirm the Minutes of the Previous Meeting**

**RESOLVED:** That the Minutes of the Special Staffing Committee Meeting held on 22 July 2019 numbered 1920 18 to 1920 19 inclusive, be confirmed.

### **1920 33 To Confirm the appointment of the new Deputy Clerk and RFO**

**Resolved;** that the appointment be confirmed.

### **1920 34 To review the training given to the trainee Clerk by the YLCA on 21<sup>st</sup> August 2019.**

The committee had been previously circulated with a brief summary of the day's work. A fuller report with recommendations had been received from the YLCA representative on the same day and the committee were given this to read. Some of the recommendations were actioned by the committee (see below) but the report will be put before Council for further decisions. The Staffing Committee were in favour of accepting the offer of a full Governance review but the paperwork in respect of this will be put before the full Council. Such a review might be more timely following the outcome of the Calderdale review.

### **1920 35 To Consider further training from YLCA**

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The committee acknowledged that the training so far had been thorough and tailored to our needs. It was acknowledged that the clerk and deputy clerk needed urgent training on payroll and financial procedures, as mentioned in the YLCA report. Rates of pay as before £30 per hour (including travelling time) and mileage at 45p per mile.

**Resolved that;** The YLCA would be asked to provide another whole day training on these matters towards the end of September or as soon as possible after that.

**1920 36** To approve the change of title from Trainee Clerk to Clerk and Responsible Officer. This was recommended by the YLCA trainer.

**Resolved;** That the trainee clerk would now be named the Clerk and Proper Officer.

**1920 37 Freedom of Information Act 2000 – to agree what information will be made available to the public**

RESOLVED: That any supporting papers to be made available to the public if requested.

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Chairman