

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON THURSDAY 01 DECEMBER 2005 -

Those present :

Chairman : Cllr P Robinson

Councillors : Cllr T Bellamy, Cllr M Bower, Cllr J R Chilton

Officers : Mrs MA Bewick, Mrs E Hirst

In the absence of Cllr. Mrs. H. P. Smith, it was proposed and seconded that Cllr. P. Robinson act as Chairman for the meeting. This was agreed.

Cllr. Chilton was present as an observer.

Apologies for Absence

Apologies for absence were received from Councillors Mrs. Smith and Kaye.

05 01 Admission of Public

It was agreed that those parts of item 4 as far as they relate to individual salary scales of officers should be taken in private session owing to the confidential nature of the discussions to be held.

05 02 Disclosure of Interests

None were given.

05 03 Annual Review

(1) Annual review - issues and concerns: There were no issues and concerns to raise under this item.

(2) Training requirements for Officers: It was reported by the Clerk that SLCC recommends that the equivalent of a week's training is undertaken each year by each Officer. To aid professional development, Officers are encouraged to undergo training and this can be achieved through attending conferences, various training courses, both nationally and locally etc. Officers had indicated they would be willing to obtain the European Computer Driving Licence but to date this had not been possible due to lack of time. There was a possibility that this training could be obtained within Kirklees MC and this option was being pursued.

RESOLVED: (1) That the policy of Officers undertaking 5 days' training a year be approved

(2) That, in view of the necessity for training, it was agreed that adequate budget funding be provided for training for both Councillors and Officers

(3) That the Officers be authorised to undertake the ECDL training as suggested; the costs having been approved previously.

05 04 Conditions of Service

Conditions of Service for Local Council Officers - Introduction of new Terms and Conditions of Service agreement: The Council had previously agreed to support the introduction of the new National Agreement on Salaries and Conditions of Service for Clerks. The new agreement is based on a set of bench marks which take into account a wide range of factors. These bench marks have been derived independently and have been accepted by both the National Association of Local Councils and the Society of Local Council Clerks. The factors include responsibility for Council services and activities, size of budget, etc, but also physical factors, geography, population, number of Members and number of meetings held. A matrix had been circulated to Members for consideration.

Having considered all the information contained in the report it was agreed that the salary scale to be adopted by the Council for the Clerk should be LC3 (SCPs 39 - 51), with a starting point for any new Clerk of SCP 39, rising incrementally to a maximum of 47, over the appropriate number of years, but with progression beyond SCP 47 being dependent on the Clerk holding or gaining the recognised qualifications for the post. The present Clerk is currently on SCP 47, and holds the recognised

Holme Valley Parish Council

qualifications. It was also noted that agreement of the new salary scales does not alter the Council's recognition and acceptance of the annual cost of living awards.

RESOLVED: (1) That any future Clerk be appointed on LC3 (SCPs 39 - 51), with progression beyond SCP 47 only on achievement of the appropriate qualifications

(2) That the current Clerk progresses up the scale incrementally from point 47 from 1 April 2006.

Historically, the Deputy Clerk had always been paid 75% of the Clerk's scale and it was suggested that this practice, subject to incremental increases, should continue until the Deputy Clerk's retirement in April 2008, but that the situation be reviewed for any future employee of the Council.

RESOLVED: That the Deputy Clerk continues to receive a salary, equal to 75% of the Clerk's scale and that this be subject to the normal incremental increases, applicable from April 2006 until April 2008; progression beyond point 47, being dependent on the Deputy Clerk gaining the recognised qualification.

05 05 Future Staffing requirements

(1) Current position - Officers' workload: Members considered the report prepared by the Clerk. This outlined the current situation with regard to work load and the options available to the Council. A number of issues had led to a significant increase in the work load for both Officers and the Clerk and Deputy Clerk indicated the pressures to fulfil the work commitments within tight timescales was becoming intolerable. Both Officers indicated they would be prepared to undertake additional hours with the Deputy Clerk being prepared to increase her hours from 18 to 24 and the Clerk from 30 to 32 per week. It was agreed that this change in hours should be implemented from 1 January 2006 and reviewed at the end of six months.

RESOLVED: That the Clerk's hours be increased to 32 per week, with the Deputy Clerk's being increased to 24 hours per week, both with effect from 1 January 2006, with a review of the situation mid 2006..

(2) Future options - succession planning: In view of the Deputy Clerk's retirement in 2008 it was agreed that the Council should look at succession planning. Cllr. Chilton indicated he would be willing to assist with this issue. Various ideas had been put forward as to how succession planning could be applied.

RESOLVED: (1) That the issue of succession planning be studied in detail, and that for continuity purposes the membership of the Staffing Committee should remain as at present.

(2) That the Staffing Committee meets regularly to formulate a plan for future staffing options; such a plan to be ready for the review agreed above for six months' time.

05 06 Freedom of Information Act 2000

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 with the exception of those reports relating to salary scales.

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Chairman