

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON TUESDAY 04 JULY 2006 -

Those present :

Chairman : Cllr J R Chilton

Councillors : Cllr T Bellamy, Cllr M Bower, Cllr C M Kaye, Cllr A R Otterburn

Officers : Mrs MA Bewick, Mrs E Hirst

Apologies for Absence

An apology for absence was received from Councillor Robinson. Councillor Otterburn apologised for leaving the meeting early due to attendance at another meeting.

06 01 Admission of Public

It was agreed that no items required to be taken in private session.

06 02 Disclosure of Interests

None were declared.

06 03 Professional Development

Members considered the introduction of a formal Staff Appraisal scheme. This was a practice which was recommended nationally by the Society of Local Council Clerks. The Clerk had examples of appraisals for Members' consideration. Cllr. Chilton indicated he would look at the preparation of a pilot scheme. Members discussed how this would be undertaken and agreed any report produced would be strictly confidential. The person undertaking the appraisal on behalf of the Council should be appointed by the Staffing Committee and should act in this role for at least two years.

RESOLVED: (1) That the Council be recommended to adopt a formal appraisal scheme.
(2) That the Staffing Committee aims to have a pilot scheme in place for September 2006.
(3) That Councillor Chilton be authorised to draft forms for the Committee's consideration at its next meeting.

06 04 Person Specification and Job Description

It was necessary to review the Officers' Job Descriptions and Person Specifications. Specimen Job Descriptions issued jointly by NALC and SLCC were available to Members.

Cllr. Chilton offered to examine the current job descriptions for both Officers and, in liaison with them, to prepare revised documents for approval. These would then assist in the development of the formal appraisal process and future performance development reviews.

RESOLVED: That the above course of action be followed.

06 05 Future Staffing requirements

(1) Implications of Council developments on Officers' workload: Although the increase in hours had assisted in dealing with the Council's business nevertheless both Officers still felt under some pressure in completing the tasks assigned by the Council. Whilst acknowledging the Officers' concerns it was felt that it was not appropriate to make further changes to contracted hours at this time.

(2) Succession Planning - Future options: Given that the Deputy Clerk would be retiring in approximately 18 months it was necessary to look at future staffing options. After a brief discussion it was

RESOLVED: That the Clerk reports to the next meeting on possible choices.

06 06 Employment Policies

Holme Valley Parish Council

The Council had asked this Committee to formulate policies in respect of the following issues -

- (1) Dignity at Work Policy
- (2) Stress Policy

RESOLVED: That the above policies be prepared by the Clerk and submitted to the Committee before presentation to the Council for adoption.

RESOLVED: That the next meeting of the Staffing Committee be held on Tuesday, 25 July 2006 at 6.00 pm.

06 07 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 after approval of the minutes by the full Council.

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Chairman