

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON TUESDAY 05 SEPTEMBER 2006 -

Those present :

Chairman : Cllr J R Chilton

Councillors : Cllr M Bower, Cllr C M Kaye, Cllr P Robinson

Officers : Mrs MA Bewick

Apologies for Absence

Apologies for absence were received from Cllrs. Bellamy and Otterburn.

06 16 Admission of Public

Given that the content of the agenda concerned details of individual officers' posts and their conditions, it was felt that the public and press should be excluded from items 5-7 of the agenda.

RESOLVED: That the business of this Committee now to be transacted under agenda items 5, 6 and 7 be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

06 17 Disclosure of Interests

None were given.

06 18 Minutes of the Previous Meeting

RESOLVED: that the Minutes of the meeting held on 25 July 2006 numbered 06 08 - 06 15 inclusive be received and adopted as a true record of the meeting.

06 19 Professional Development

Cllr. Chilton presented his amended draft proposals for a Staff Development Review Scheme. He took the Committee through the process he was suggesting and some additions were made to his proposals. Until this process was agreed, he felt that it was unhelpful to attempt to draw up the necessary self-assessment, feedback and Review forms.

RESOLVED: (1) That Cllr. Chilton be thanked for the work he has put into these proposals and that he be congratulated on the scheme he has produced

(2) That Cllr. Chilton be asked to add the points agreed and to proceed with drawing up the necessary forms

(3) That the Council then be asked to approve the introduction of such a Staff Development Review Scheme, and that the first year be regarded as a pilot scheme which may require further amendment.

06 20 Person Specification and Job Description

Members had been circulated with initial drafts for amended job descriptions prepared by the Officers individually. They were congratulated and thanked for the work that had gone into producing these documents, which gave a good picture of the wide range of tasks involved. Members discussed some general points in this connection, and it was

RESOLVED: That each officer should meet individually with the Chairman of the Committee to agree changes to the job profiles before their presentation for approval by the Committee and Council.

06 21 Contracted hours

Following the last review of contracted hours, it had been agreed that the impact of the increased hours on the workload should be re-examined after six months. The Clerk explained that a significant percentage of the increased hours had merely taken account of hours already being worked. The workload, due to various factors, had increased again, and the Officers felt that the current level and

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pace of work could not be maintained indefinitely.

The question of the Deputy Clerk's potential retirement date and the impact this might have on any staffing structure and levels was also discussed.

RESOLVED: (1) That the Clerk reports to the next meeting on the levels of hours worked in excess of contracted hours, and that the Committee looks at recompensing the Officers in some way for this

(2) That the Committee takes on board the problems of increasing workload and the impact on the staffing situation in considering the budget situation for the next financial year

(3) That the Committee keeps the present situation under review, and takes on board implications for the staffing structure for future years.

06 22 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