

# Holme Valley Parish Council

## MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY 20 NOVEMBER 2006 -

Those present :

Chairman : Cllr J R Chilton

Councillors : Cllr M Bower, Cllr Mrs R Bratt, Cllr C M Kaye, Cllr P Robinson

Officers : Mrs MA Bewick, Mrs E Hirst

### **Apologies for Absence**

All Members were present.

Councillor Otterburn was present in his ex-officio capacity as Chairman of the Council.

### **06 23 Admission of Public**

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

### **06 24 Disclosure of Interests**

None were given.

### **06 25 Minutes of the Previous Meeting**

RESOLVED: That the Minutes of meeting held on 5 September 2006 numbered 06 16 - 06 22 inclusive be received and adopted as a true record of the meeting.

### **06 26 Professional Development**

Staff Development Scheme - suggested forms prepared by Cllr. Chilton were circulated to Members for consideration. As this was the first time the Council had embarked on such a review some guidance notes would be required to accompany the documents. Concerns were expressed as to who would be able to view the completed forms. It was emphasised that these forms would be confidential, and would not be generally available, other than to Members of the Committee. Once finalised it was hoped the procedure would commence in early 2007 and be completed before the end of the current Civic Year.

RESOLVED: (1) That the Staff Development Scheme and accompanying guidance notes as amended and discussed be presented to the Council for its approval and adoption

(2) That the initial Staff Development Review be completed before the end of the current Civic Year.

### **06 27 Job Profiles**

Job Profiles for the Clerk and Deputy Clerk were submitted for consideration.

RESOLVED: That the Council be recommended to approve and adopt the above documents.

### **06 28 Future Staffing requirements**

A report had been circulated to Members which indicated various options open to the Council with regard to future staffing requirements and possible implications for budget provision for the next financial year. It would be necessary to include some provision to cover an overlap in staffing prior to the Deputy Clerk's retirement, whilst at the same time keeping options open for the Committee to consider its choices further.

RESOLVED: That an amount of £5,000 be included in the Council's budget for 2007-08 to allow an overlap of staffing provision prior to the Deputy Clerk's retirement.

### **06 29 Contracted hours**

Members considered the actual hours worked by the Clerk and Deputy Clerk and whether the last increase in contracted hours had been sufficient for the Council's purposes. Both Officers indicated they

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were working in excess of the hours allocated but did not wish to increase their contracted hours at this stage. It was felt that the situation should be monitored, as the next year would bring known and potential changes which might affect the situation. The Deputy Clerk's forthcoming retirement also had implications in this respect.

RESOLVED: That the contracted hours of the Clerk and Deputy Clerk remain at their current levels.

**06 30 Leave of Absence**

The Deputy Clerk sought the permission of the Council, in principle, to take her holiday entitlement in one block during the year 2007/2008. She hoped to take her annual leave during late February/March 2008.

RESOLVED: That the Deputy Clerk be informed that she may take her annual leave in one block during the year 2007/2008, if she so wishes.

**06 31 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.

It was also agreed that the meeting of the Staffing Committee scheduled for 7 December 2006 should be cancelled; this date had been scheduled at the time of the Annual Council meeting, but the timing did not now allow the Committee to make further progress with matters in hand.

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**Chairman**