

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON TUESDAY 25 JULY 2006 -

Those present :

Chairman : Cllr J R Chilton

Councillors : Cllr M Bower, Cllr C M Kaye, Cllr A R Otterburn, Cllr P Robinson

Officers : Mrs MA Bewick

Apologies for Absence

None were given.

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

06 08 Admission of Public

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

06 09 Disclosure of Interests

None were declared.

06 10 Minutes of the Previous Meeting

RESOLVED: That the Minutes of meeting held on 4 July 2006 numbered 06 01 - 06 07 inclusive be approved and adopted as a true record of the meeting,

06 11 Professional Development

Cllr. Chilton had considered copies of various Appraisal Schemes used by other Councils, and as supplied by other Councillors. From his own professional experience he felt that many of these schemes were too complicated for the Council's needs. He felt that the emphasis of any review scheme should focus on aspects of the Council's work and how this affected the Officers. He circulated some points for consideration and a possible development review process.

Members discussed aspects of this.

RESOLVED: That this matter will be discussed again at the next meeting following further refining and that the Committee would look to recommending to the Council that a pilot review be trialled.

06 12 Person Specification and Job Description

Cllr. Chilton had looked at the current job descriptions and felt that these required restructuring. Unfortunately it had not been possible to meet with the Officers before this meeting but he circulated a possible alternative pro-forma. The Officers were asked to look at this pro-forma and put forward their ideas for inclusion in the document.

RESOLVED: That the matter be discussed at the next meeting when the Officers had completed a first draft of the new format for their job descriptions.

06 13 Future Staffing requirements

The Clerk outlined some ideas for future staffing options. Members agreed that it was unlikely that it would be possible to maintain the status quo after the Deputy Clerk's retirement. The options outlined illustrated the most suitable ideas for the future but Members agreed that given discussions at other meetings no definite decision could be taken about the way forward. It would be necessary, however, to consider these ideas again prior to the appropriate budget process.

RESOLVED: That Members note these ideas and keep them in mind during any consideration of the Council's long term plans.

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06 14 Date of next meeting

RESOLVED: That the next meeting be held on the 5 September 2006 at 6.00 pm.

06 15 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