

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON TUESDAY 27 MARCH 2007 -

Those present :

Chairman : Cllr J R Chilton

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

Officers : Mrs MA Bewick, Mrs E Hirst

Apologies for Absence

Apologies for absence were accepted from Cllrs. Kaye and Otterburn.

06 35 Admission of Public

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

06 36 Minutes of the Previous Meeting

RESOLVED: That the Minutes of the Meeting held on 7 March 2007 numbered 06 32 - 06 34 inclusive be received and adopted as a true record of the meeting.

06 37 Staff Development Review

Councillor Chilton reported that the review and appraisals had been completed. This had been a trial of the scheme, and subject to some minor amendments, it was hoped it would be formally adopted by the Council. No problems or issues had been encountered. In future Councillors should be encouraged to contribute to the review process.

RESOLVED: (1) That Councillor Chilton be thanked for his efforts in carrying out the review process.

(2) That minor amendments be made to the scheme, and subject to these amendments, the scheme be formally adopted by the Council at the next Council Meeting which would be the last of the current Civic Year.

(3) That, in future, Councillors be encouraged to contribute to the review process by making an appropriate response.

06 38 Contract of Employment

Revised Model Contract of Employment: Members considered the above documents. The Clerk indicated the Contracts of Employment for both herself and the Deputy had not been changed, other than hours of work and remuneration details, since preparation in 1989.

The Clerk was asked to clarify one point, and appropriate periods of notice were recommended for both the Clerk and the Deputy Clerk.

RESOLVED: That the Clerk be authorised to personalise the above Revised Model document appropriately, and as discussed above, and that the Council be recommended to approve these for signature when ready.

06 39 Future Staffing requirements

Members discussed possible options for future staffing requirements following the planned retirement of the Deputy Clerk and a timetable for actions which would have to be taken prior to that event; in order to allow an overlap before the Deputy Clerk's departure, the vacancy would have to be advertised in late September 2007. Of the options which had already been discussed, Members felt that the Council should explore the possibility of splitting the current post in two, with area responsibilities, rather than continuing with a generalist approach. Cost implications of such a division were discussed briefly, but it was agreed that this idea should be examined in greater detail and costed out before making a final decision on a future staffing structure.

RESOLVED: That the Clerk prepares a detailed report for a future meeting of the Staffing Committee to be held in early to mid-July 2007, on the options highlighted, with potential costs, for discussion and

Holme Valley Parish Council

decision as to future plans.

06 40 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.

.....
Chairman