

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY 28 JANUARY 2008 -

Those present :

Chairman : Cllr A R Otterburn

Councillors : Cllr L Bailey, Cllr T Bellamy, Cllr Mrs R Bratt, Cllr T Dearnley, Cllr C M Kaye, Cllr P Robinson

Officers : Mrs MA Bewick

Apologies for Absence

Cllrs. Kaye and Bellamy were present in their ex-officio capacity. Cllr. Mrs. J. Roberts joined the meeting later as an observer.

An apology was accepted from Cllr. R. P. Dixon.

07 36 Disclosure of Interests

None were given.

07 37 Admission of Public

RESOLVED: That the business of this Committee now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

07 38 Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meeting held on 10 December 2007 numbered 07 30 - 07 35 inclusive be received and adopted as a true record of the meeting.

07 39 Future Staffing requirements

Members discussed possible arrangements, duration of interviews and other organisational procedures for the interview process relating to the appointment of the Administrative Support Officer. Questions to be posed at interview by the formal panel, and practical tasks to be undertaken by the candidates, were discussed and agreed. Those present were circulated with copies of the application forms received by the advertised deadline, for consideration at the shortlisting meeting on 4 February 2008.

RESOLVED: (1) That the Clerk prepares information as agreed for use in the interview process
(2) That interviews be held on Thursday 21 February 2008, and the Clerk be authorised to make all necessary arrangements for this, and for the office to be closed on that day
(3) That the Interview Panel comprising the Chairmen of the Council, Staffing and Planning Committees be appointed as an Interview Sub Committee of the Staffing Committee, and the Council be asked to delegate power to this Interview Sub Committee to make an appointment following interview and selection.

07 40 Temporary Cover

It was necessary to consider temporary arrangements to assist the Clerk during the period of the Deputy Clerk's leave of absence. It was agreed that there was budget available during the current financial year to pay for extra cover.

RESOLVED: (1) That the Clerk be authorised to work full-time, ie 37 hours per week, during the period of the Deputy Clerk's leave of absence, and that she be recompensed for these extra hours at her normal rate
(2) That the Clerk makes inquiries of other local councils to see if any officer would be prepared to assist her during this period
(3) That the Clerk enquires of Kirklees MC, as to availability of any suitably experienced staff from the Kirklees Temporary Register.

It was further noted that there might be a requirement to postpone meetings, and the Clerk was asked

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to discuss this with Chairmen. It was also pointed out that Chairmen could assist by ensuring that meetings were focussed on agenda items.

07 41 Staff Development Review

The Clerk was asked to leave the meeting at this point.

Cllr. Kaye, as Co-ordinator of the Staff Development Review gave Members a summary of the feedback forms received. Points to be raised with Officers at Review Meetings were discussed.

RESOLVED: That the above information be noted, and the Co-ordinator asked to meet with the Officers to discuss the points agreed.

07 42 West Yorkshire Pension Fund

RESOLVED: That the availability of the following documents be noted:

- Ill Health Proposals - responses from West Yorkshire Pension Fund and Local Government Employers
- WYPF Pension Fund - Report and Accounts for the year ended 31 March 2007
- Changes to New Look LGPS - extension of "85-year" rule protection
 - ministerial statement from Communities and Local Government.

07 43 Date of next meeting

RESOLVED: That a brief meeting be held of the Staffing Committee on 18 February 2008 prior to the full Council meeting to approve the outcome of the Staff Development Review meetings and to request Council's approval of completion of this process.

07 44 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