

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY 01 DECEMBER 2008 -

Those present :

Chairman : Cllr C M Kaye

Councillors : Cllr T Dearnley, Cllr R P Dixon, Cllr A R Otterburn, Cllr Mrs J Roberts

Officers : Mrs S S Barber, Mrs MA Bewick

To accept Apologies for Absence

Apologies for absence were accepted from Councillors Bellamy and Robinson.

Cllr. Mrs. R. Bratt was present as an observer.

08 09 To receive Members' declarations of interest in items on the agenda

None were given.

08 10 To consider whether items on the agenda should be discussed in private session

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

08 11 To accept the Minutes of the Previous Meeting

RESOLVED: That the Minutes of the Staffing Committee held on 4 August 2008 numbered 08 01 - 08 08 inclusive be received and adopted as a true record of the meeting.

08 12 Staff Development Review

(1) It was now necessary to initiate the procedure for the 2008-09 review. Members agreed the following timetable for undertaking the review:

- Member Feedback form to be issued as soon as possible to all Members, with appropriate letter from the Co-ordinator, Cllr. C. M. Kaye
- Forms to be returned in confidential envelope by the Christmas Council meeting
- Co-ordinator to report back to the Staffing Committee at the meeting scheduled for 19 January 2009
- Review meetings to be held with the Officers in January 2009
- Co-ordinator to report back to Members of the Staffing Committee, for signing off by Committee Chair to indicate completion
- process to be completed by Council meeting on 9 February 2009.

RESOLVED: That the annual Staff Development Review be initiated, and the above timetable and course of action agreed.

(2) As requested by the Council, Members discussed whether the appointment of the Staff Development Review Co-ordinator should be an annual appointment or for a longer term to ensure continuity. It was felt that there were merits in the appointment being considered annually, as the Scheme allowed the Chairman of the Council to act in this capacity or to seek another Councillor to undertake this role, but equally there was a need for continuity. It was felt that it would be useful for the Vice Chairman to discuss this with the current Chairman of the Council in respect of the position for next year.

RESOLVED: That the appointment of the Staff Development Review Co-ordinator be left as specified in the Scheme for the time being, given that the Chairman of Council may, if he or she so wishes, appoint another Councillor to undertake this role.

08 13 NALC - SLCC - Salaries Agreement

Members noted that due to negotiations regarding final agreement of the cost of living award having been referred for arbitration, an interim agreement had been recommended for immediate implementation with effect from 1 April 2008.

RESOLVED: That the Interim National Salary Award for 2008-09, as recommended by NALC and SLCC,

Holme Valley Parish Council

be approved and adopted with effect from 1 April 2008, as provided for in the National Agreement on Salaries and Conditions of Service of Local Council Clerks adopted by the Council.

08 14 West Yorkshire Pension Fund

Members noted that there were new pension contribution rate bandings which were applicable for employees from 1 April 2009; employer rates had already been reported and noted by the Council.

RESOLVED: That the above information be noted.

08 15 Representation

(1) Members considered representation at the following events:

- LuptonFawcett - Handling Redundancy - 4 December 2008 - Brighouse
- West Yorkshire Pension Fund - Employer Update Seminars - Bradford - 11 December 2008.

RESOLVED: That the Chairman of the Committee be authorised to attend the West Yorkshire Pension Fund Employer Update Seminar if he is available, and if a place is available.

(2) Members received the Clerk's report of her attendance at an Employment Matters Seminar which had been very detailed, providing much information for the Council, which would be on file if required.

RESOLVED: That the Clerk's report be received and noted.

08 16 Freedom of Information Act 2000 - to agree what information will be made available to the public

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.

The Chairman of the Committee indicated that consideration of job profile reviews would be the first item on the agenda for the next meeting.

The Clerk also indicated that as part of the review, she would be reporting on the levels of hours worked by the Officers compared to the contracted hours, and that the Staffing Committee would need to consider implications of this report.

.....
Chairman