

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY 04 AUGUST 2008 -

Those present :

Chairman : Cllr C M Kaye

Councillors : Cllr T Bellamy, Cllr Mrs R Bratt, Cllr R P Dixon, Cllr A R Otterburn, Cllr Mrs J Roberts, Cllr P Robinson

Officers : Mrs S S Barber, Mrs MA Bewick

To accept Apologies for Absence

An apology for absence was accepted from Cllr T Dearnley.

Cllr Mrs Bratt was present as an observer.

08 01 To receive Members' declarations of interest in items on the agenda

None were given.

08 02 To consider whether items on the agenda should be discussed in private session

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.

08 03 To accept the Minutes of the Previous Meeting

RESOLVED: That the Minutes of the meeting of the Staffing Committee held on 10 March 2008 numbered 07 56 - 07 62 inclusive be received and adopted as a true record of the meeting.

08 04 Staff Development Review

(1) Review on completion of probationary period for new Officer: Mrs Barber left the meeting during discussion of her review.

The Committee reviewed the progress and development of the Administrative Support Officer during her probationary period. Members had no hesitation in recommending approval of the end of her probationary period.

RESOLVED: That the Council be recommended to approve the completion of the probationary period for the Administrative Support Officer with effect from the end of August 2008.

(2) Training and development programme for new Officer: The Clerk reported on the various training and development options available to offer to the Administrative Support Officer. Members discussed these various training options and

RESOLVED: (1) That the Administrative Support Officer, if willing, be encouraged and supported in undertaking the course "Working with Your Council"; the Council to pay for purchasing the course materials, and for travel costs for the Administrative Support Officer to attend mentor groups and seminars, in connection with this course.

(2) That the Clerk's advice in seeking other mentor support, outside of Holme Valley Parish Council, be followed, and that the Clerk be asked to identify a suitable networking group to support the Administrative Support Officer in completing this course.

(3) That the Council will consider other opportunities for training for the Administrative Support Officer as they arise and as recommended by the Clerk, e.g. attendance at conferences and one-off seminars.

The Administrative Support Officer returned to the meeting after this item.

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08 05 West Yorkshire Pension Fund

(1) Membership of Pension Fund by new Officer: Members noted that the new Officer had now joined the final salary scheme and that all necessary backdated contributions had been made.

RESOLVED: That the above information be noted and the actions taken approved.

(2) Employer Policy Discretion Statements: It was necessary for the Council to review its Employer Policy Discretion Statements as a result of changes nationally to the Pension Scheme. The Committee had been circulated with information supplied by the West Yorkshire Pension Fund of suggested standard wording for such policy statements.

The Clerk indicated that one policy statement appeared to have been omitted in the new advice and she would ask that it be checked whether it was still necessary to include this.

Members agreed that these statements were sensible employer safeguards, but also appeared fair to the employee.

RESOLVED: That subject to the check suggested above, the Council should adopt the Policy Discretion Statements as advised and discussed, and that these be presented to the Council for adoption.

(3) Attendance at West Yorkshire Pension Fund seminars (page 2 of Pension Matters refers):

RESOLVED: That Members noted the availability of seminars relating to the West Yorkshire Pension Fund and would contact the Clerk, if interested in attending.

08 06 Job Grading Review

Members agreed that it would be appropriate to undertake a job grading review in terms of succession planning. It was stressed, however, and agreed that the outcome of such a review would not impact on the current Clerk's position.

RESOLVED: That the Chairman of the Committee and the Clerk should seek advice and start to prepare job profiles for a possible future staffing structure with the aim of such being agreed by the end of the current civic year.

08 07 Representation

Employment Issue seminar - Lupton Fawcett: Details had been circulated to Members.

RESOLVED: That the above be noted.

08 08 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.

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Chairman