

# Holme Valley Parish Council

## MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY 19 JANUARY 2009 -

Those present :

Chairman : Cllr C M Kaye

Councillors : Cllr T Bellamy, Cllr Mrs R Bratt, Cllr T Dearnley, Cllr R P Dixon, 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 A R Otterburn. Cllr Mrs R Bratt was present as a substitute for Cllr Otterburn.

### **08 17 To receive Members' declarations of interest in items on the agenda**

None were given.

### **08 18 To consider whether items on the agenda should be discussed in private session**

RESOLVED: That, with the exception of Agenda Item 7 (Employment Policies), 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 19 To accept the Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the Meeting held on 1 December 2008 numbered 08 09 - 08 16 inclusive be received and adopted as a true record of the meeting.

### **08 20 Job Grading Review**

The Chairman explained that there was a need to undertake a review of the Council's staffing structure in terms of future succession planning, both in terms of any future Clerk and the development of the current Administrative Support Officer role. It was stressed that any such review would not include the current Clerk's contract or terms and conditions.

Potential job profiles had been circulated to Members and it was agreed that it was important to focus at the moment on a possible Assistant Clerk's post, leaving consideration of any Deputy Clerk position on hold. Members had also been circulated with full details of the NALC/SLCC National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. External assistance with evaluation of such a new post could be obtained at a cost, but it was felt that sufficient knowledge and expertise was available to allow an in-house assessment.

RESOLVED: (1) That the job profiles, amended as necessary, be agreed for the posts of Clerk, Deputy Clerk, Assistant Clerk and Administrative Support Officer.

(2) That the Clerk would meet with the Chairman of the Committee to draw up a matrix for the role of Assistant Clerk, to assess and grade that role specifically, based on the agreed job profile, to be circulated to Members before the next meeting of the Staffing Committee.

### **08 21 Staff Development Review**

The Clerk and Administrative Support Officer were asked to leave the meeting at this point, during the discussion of this item.

(1) Cllr Kaye, as Co-ordinator, gave Members a summary of the feedback forms received. Points to be raised with the 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.

(2) RESOLVED: That both the Clerk and the Administrative Support Officer will progress up one

Holme Valley Parish Council

increment on 1 April 2009 following the satisfactory Staff Development Review.

(3) RESOLVED: That the Chairman of the Committee be authorised to report verbally to the Council to seek approval of the completion of the Staff Development Review for the current year.

**08 22 Re-admittance of Public and Press**

RESOLVED: That the Public and Press be re-admitted to the Meeting.

**08 23 Employment Policies**

RESOLVED: That the following Employment Policies be approved and adopted by the Council:

- (1) Disciplinary and Grievance Procedures
- (2) Stress Policy
- (3) Dignity at Work Policy - including reaffirmation of policy on Violent and Challenging Behaviour.

**08 24 Exclusion of Public and Press**

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 25 Contracted hours**

The Chairman of the Committee informed Members that the new Charity Committee would have to assess how its work was to be carried out and whether this work should be included in existing contracted hours or requested as an addition to the Officers' existing contracts.

RESOLVED: That the consideration of implications of workload on contracted hours be deferred until the next meeting, to be arranged in due course.

**08 26 Compensation for Extra Hours Worked**

The Administrative Support Officer was asked to leave the meeting during this item.

Consideration was given to information supplied by the Administrative Support Officer regarding extra hours worked and terms and conditions relating to such extra hours.

RESOLVED: (1) That the Administrative Support Officer be recompensed for the extra hours worked, as notified to the Committee, during her probationary period, as set down in her Contract of Employment.

(2) That the Administrative Support Officer be supplied with a supplementary letter to explain the position in respect of additional hours worked since completion of her probationary period, in that:

- (i) any additional hours worked should be agreed with the Clerk and recovered as time off in lieu;
- (ii) such time off in lieu should be taken within three months, at a time mutually agreed between the Officer and the Clerk.

**08 27 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.

.....  
**Chairman**