

# Holme Valley Parish Council

## MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY 23 FEBRUARY 2009 -

Those present :

Chairman : Cllr C M Kaye

Councillors : Cllr T Bellamy, 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**

Cllr. Mrs. Bratt was present as an observer.

An apology was accepted from Cllr. Dearnley. Cllr. Dixon apologised for his late arrival at the meeting.

### **08 28 To receive Members' declarations of interest in items on the agenda**

None were given.

### **08 29 To consider whether items on the agenda should be discussed in private session**

RESOLVED: That items 5 (Job Grading Review) and 6 (Contracted Hours) on the agenda should be taken in private session.

### **08 30 To accept the Minutes of the Previous Meeting**

RESOLVED: That the Minutes of the Meeting held on 19 January 2009 numbered 08 17 - 08 27 inclusive be received and adopted as a true record of the meeting.

### **08 31 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 32 Job Grading Review**

Members had been circulated with a confidential report outlining the procedure followed in recommending a grading for the proposed post of Assistant Clerk. The Chairman went through various points in the report for Members.

RESOLVED: (1) That the proposed post of Assistant Clerk should be graded as LC1 Substantive mid range under the terms and conditions of the NALC/SLCC National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales

(2) That the further recommendations contained in the report be approved, ie recognition for achievement of CiLCA, with a review to be carried out after two years.

### **08 33 Contracted hours**

(1) Implications of work undertaken for Land Charity: The Chairman of the Committee outlined thoughts of the Land Charity Committee regarding the additional work which will have to be undertaken by the Council's officers. It was agreed that this could involve, at times, a considerable amount of work, and whilst decisions had yet to be taken regarding work undertaken in the past, it was necessary for it to be clear which time and costs were attributable to the Charity, as distinct to the Council's normal workload.

RESOLVED: (1) That, as from 1 April 2009, work undertaken by both officers on behalf of the Land Charity now being recorded separately, should be recharged to the Charity

(2) That the Charity be asked to agree an hourly cost to be repaid to the Council, reflecting officer time, plus oncosts

(3) That the Clerk be asked to investigate implications for such payments to officers in terms of contractual arrangements, and employer implications.

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(2) Current situation in terms of regular workload: The Chairman of the Council reported on discussions held with the Clerk regarding the current workload and some implications of the increase in workload and frequency of meetings. It was accepted that there had been a significant increase in the workload which left the Council with several options: an increase in contracted hours, greater emphasis by Committees on prioritising work for the officers, and further examination of ways of reducing the number of meetings which would lighten the current workload for officers.

There was a wide-ranging discussion centred round these three ways of tackling the problem, with the emphasis on alleviating the workload, without any increase in contracted hours, given the desire to provide value to residents.

RESOLVED: (1) That the Strategy and Policy Committee be asked to look urgently at an alteration in the frequency of meeting cycles, to consider a change to an eight-weekly cycle, with appropriate changes in Standing Orders

(2) That the Strategy and Policy Committee be asked to consider carefully the delegation of powers to main Standing Committees, with appropriate ex-officio roles to ensure liaison between the Committees

(3) That the Strategy and Policy Committee be asked to consider an alteration to administrative processes at full Council meetings to allow approval of all Committee minutes in one agenda item, and to review any necessary implications for Standing Orders.

**08 34 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**