

Holme Valley Parish Council

MINUTES OF THE STAFFING COMMITTEE HELD ON MONDAY 24 AUGUST 2009 -

Those present :

Chairman : Cllr T Bellamy

Councillors : Cllr Mrs R Bratt, Cllr T Dearnley, 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 C M Kaye.

Cllr Mrs R Bratt was present (ex-officio). Cllr Otterburn apologised for his late arrival at the meeting.

09 01 To receive Members' declarations of interest in items on the agenda

None were given.

09 02 To consider whether items on the agenda should be discussed in private session

RESOLVED: That item 5 (Professional Development) on the agenda should be taken in private session.

09 03 To accept the Minutes of the Previous Meeting

RESOLVED: That the Minutes of the Meeting held on 23 February 2009 numbered 08 28 - 08 34 inclusive be received and adopted as a true record of the meeting.

09 04 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.

09 05 Professional Development

The Administrative Support Officer (ASO) left the meeting during consideration of this item.

(1) During the Staff Development Review for 2008-09 it was agreed that the role and grading of Administrative Support Officer should be reviewed once she had completed the course, Working With Your Council. The ASO had now completed this, receiving very complimentary reports from her Assessor.

RESOLVED: That it be recommended to the Council that the ASO be awarded an additional increment on her present scale with effect from 1 September 2009.

Members then went on to consider the current role and grading of the ASO. It was anticipated that the ASO would be commencing training in Autumn 2009 to obtain the recognised qualification for Local Council Officers, the Certificate in Local Council Administration.

RESOLVED: That the Committee would recommend to the Council that the ASO be promoted to the post of Assistant Clerk with immediate effect on achievement of her CiLCA qualification.

(2) RESOLVED: That, in view of the preceding recommendation, the ASO be authorised to commence training for obtaining CiLCA qualification; the Council to pay registration, training course and associated travel costs

The ASO returned to the meeting after this item.

09 06 Re-admittance of Public and Press

RESOLVED: That the public and press be re-admitted to the meeting.

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09 07 To consider the implications of new initiatives

Quality Council Re-accreditation - Members considered the requirements and criteria for the re-accreditation process. Examples of documents meeting the new criteria had been circulated to Members at the meeting. The Clerk was asked to provide details of training undertaken by Members for consideration as part of the discussion on the Training Statement of Intent.

RESOLVED: (1) That a Statement of Intent regarding Training for both Members and Officers should be prepared, using the examples provided by the Clerk.
(2) That the draft Statement of Intent and other requirements for re-accreditation should be considered further at the next Staffing Committee meeting.

09 08 Staff Development Review

It was now necessary to initiate the procedure for the 2009-10 review. Members agreed that the following procedure and timetable for undertaking the review should be initiated:

- Member Feedback form to be issued to all Members in sufficient time to allow return of comments, with appropriate letter from the appointed Co-ordinator, Cllr Bellamy
- Forms to be returned in confidential envelope by mid November 2009
- Co-ordinator to report back to the Staffing Committee at the meeting on 23 November 2009
- Review meetings to be held with the Officers in December 2009
- Co-ordinator to report back to Members of the Staffing Committee, for signing off by Committee Chair to indicate completion of action plan and therefore review
- process to be completed by Staffing Committee meeting on 18 January 2010

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

09 09 Local Government Pension Scheme

Members noted correspondence and considered any possible response to consultation from the Department for Communities and Local Government on the affordability, viability and fairness of Local Government Pension Schemes.

RESOLVED: That the above information be noted and no further action be taken.

09 10 Employment Policies

(1) Disciplinary and Grievance Procedures: Members considered the implications of the new Employment Bill and ACAS Code of Practice.

RESOLVED: That the Clerk should seek advice from YLCA and then suggest any necessary changes to current policies and procedures, to be considered at the next meeting.

(2) Employment Seminars - Lupton Fawcett: Members considered attendance at the relevant seminars and agreed that one place should be booked on the ACAS Code course to be held in March 2010.

RESOLVED: (i) That the details of various seminars be noted.
(ii) That the Clerk should book one place on the ACAS Code course but Councillor attendance to be considered further nearer the time.

09 11 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 confirmation of the minutes by the full Council.

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Chairman