

HOLME VALLEY PARISH COUNCIL

DRAFT MINUTES OF THE STAFFING COMMITTEE
MONDAY 21 MARCH 2022 19:30 HRS
EXHIBITION ROOM, HOLMFIRTH CIVIC

PRESENT: Cllr Hogley (Chair), Cllr Blacka, Cllr Colling, Cllr East

Officer in attendance: Jen McIntosh (Clerk)

Public Question time.

There were no members of the public present.

2122 39 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

This meeting was recorded by the Clerk in video format for the Holme Valley Parish Council's *YouTube* channel. No other requests to record the meeting were received.

2122 40 Apologies for absence.

Apologies and reasons received were emailed out to members for consideration prior to the meeting commencing.

RESOLVED: to approve apologies with reasons from Cllr Pogson and Cllr Brook.

2122 41 Items on the agenda to be discussed in private session

Members of the public will be excluded from the meeting during such items.

RESOLVED: to consider items 2122 46 and 2122 47 in private session.

2122 42 Members' personal and disclosable pecuniary interests in items on the agenda.

There were no Members' personal and disclosable pecuniary interests in items on the agenda.

2122 43 Officers' interests in items on the agenda.

Consideration will be given to the interests in items on the agenda of any Officer present.

NOTED: the Clerk declared an interest in items 2122 46, 2122 47, 2122 48, 2122 49 and 2122 51.

2122 44 Written requests for new DPI dispensations.

Clerk reported that no new DPI dispensations were to be considered. The Clerk had been informed that a change had occurred to a councillor's DPI and would be submitted via the appropriate form in due course.

2122 45 Minutes for the Staffing Committee meeting on 15 November 2021, numbered 2122 26 to 2122 38.

NOTED: the Minutes of the STAFFING COMMITTEE MEETING held on 15 November 2021, numbered 2122 26 to 2122 38, *approved* at FULL COUNCIL MEETING held on 13 December 2021.

2122 46 Staff pay award and 2021-22 and 2022-23 staffing costs budget

This item was heard in private session in line with the earlier resolution from item 2122 41.

NOTED: the new National salary award for local government staff has been applied to HVPC staff salaries.

Clerk to check with Deputy Clerk/RFO whether salary needs separating out from the budget line Community Mobilisation to ensure recording of salary costs is in line with local government guidelines. Clerk to email out response to Committee members.

Clerk to contact previous member of staff regarding monies to be paid to them as a result of the pay award.

2122 47 Appraisal/supervision 2021-22

This item was heard in private session in line with the earlier resolution from item 2122 41.

NOTED: Update received from the Clerk on appraisal/supervision 2021-22.

Clerk to include agenda items for FULL COUNCIL to note that the 6 month probationary period has been successfully completed and that all staff are performing well.

2122 48 Report on the impact to date of the temporary contractual hours change from 25 to 32 hours per week for the Clerk from 1st January 2022.

The Clerk and *Staff Performance and Development Lead* reported on the impact to date of the contractual hours change, including a breakdown of how time is being spent.

NOTED: recommendation to be taken to FULL COUNCIL for the Clerk to continue with the additional hours.

Additional hours to be formally reviewed at 18 July STAFFING COMMITTEE meeting.

2122 49 Staffing workloads and strategic working

The Clerk reported on approaches being taken to enable officers to work more strategically. This included the allocation of seven additional hours per week to the Clerk on a temporary basis.

The Deputy Clerk/RFO's time may need further rebalancing to allow for a greater focus on finance strategy. Moving the clerking of the PUBLICATIONS AND COMMUNICATIONS COMMITTEE to the Clerk had been a starting point for this. The creation of an Assistant Clerk post to clerk the PLANNING COMMITTEE in place of the Deputy Clerk is being explored. It is estimated that the role would be equivalent to 3 hours per week. The Deputy Clerk/RFO is to keep a log of all work/time associated with the PLANNING COMMITTEE and this will be reviewed in time to bring any resulting costed recommendations for consideration to the STAFFING COMMITTEE meeting on 18 July 2022, including job description and possible appointment procedure.

2122 50 The role of Climate Emergency Co-ordinator

The Clerk reported that the *Climate Emergency Co-ordinator* role was established 17 August 2020, initially as a one year contract, then extended in 2021 through to 16 August 2022. The post has been a coordinating role with a set pay point of £12,000 for 18 hours per week. Contractually, all leave entitlements, pension rights and so forth are the same as for other council employees.

The CLIMATE EMERGENCY STANDING COMMITTEE (CESC) will review the need for continuation of the role at its next meeting on 27 June 2022.

RESOLVED: to support the CLIMATE EMERGENCY STANDING COMMITTEE should it choose to continue the role of CEC from 17 August 2022 to 16 August 2023.

RESOLVED: to request that the CLIMATE EMERGENCY STANDING COMMITTEE review the role of CEC for August 2023, given the changing landscape of the Climate Emergency.

RESOLVED: to recommend to the CLIMATE EMERGENCY STANDING COMMITTEE that the pay point for the role of CEC be increased to £12,500.

2122 51 Staff working arrangements after the lifting of Covid 19 restrictions

The Clerk reported that with the lifting of Covid restrictions the open office hours of Tuesday and Thursday 10am through to 3pm have been resumed. At least one of the officers is available at that time in the office adjacent to the Exhibition Room.

Both officers tend to spend the majority of working time in the office, given that Monday usually has scheduled meetings taking place. The Clerk generally works from home on Wednesdays. The Deputy Clerk spends a greater percentage of working time in the office than the Clerk.

NOTED: the Staffing Committee thanked officers for achieving effective working arrangements.

2122 52 Training received by Officers

The Clerk reported on training received, including 3 half-day financial training sessions. The Clerk has started the iLCA training and plans to join the next cohort studying for the CiLCA in July 2022.

TO NOTE: training received by Officers since the STAFFING COMMITTEE MEETING on 15 November 2022 as reported in the meeting.

Meeting ended: 8.55pm