

HOLME VALLEY PARISH COUNCIL

STAFFING COMMITTEE MONDAY 17 MARCH 2025

Held at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**

PRESENT: Cllr Dixon (in the Chair), Cllr Baylin, Cllr Blacka, Cllr Colling, Cllr Whitelaw, Cllr Wilson

APOLOGIES AND REASONS APPROVED: none

OFFICER TAKING MINUTES: Jen McIntosh CLERK

DRAFT MINUTES

Public question time.

No members of the public were present at the meeting.

2425 32 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The meeting was recorded and subsequently published on the **HOLME VALLEY PARISH COUNCIL's** *YouTube* channel. There were no other requests to record the meeting.

2425 33 Apologies for absence.

All members were present.

2425 34 Items on the agenda to be discussed in private session

RESOLVED: to consider the following items in private session: Item 2425 40 appraisal/supervision 2024-25; Item 2425 41 Pay awards for the clerk team; Item 2425 42 Other staffing matters.

2425 35 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 to consider.

2425 36 Officers' interests in items on the agenda.

RECEIVED: the officer's interests in items on the agenda as follows: Item 2425 40 appraisal/supervision 2024-25; Item 2425 41 Pay awards for the clerk team; Item 2425 42 Other staffing matters.

2425 37 Written requests for new DPI dispensations.

No new DPI dispensations had been received.

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2425 38 Minutes for the Staffing Committee meeting on 29 April 2024, numbered 2425 01 to 2425 16.

NOTED: the Minutes of the STAFFING COMMITTEE MEETING held on 18 November 2024, numbered 2425 17 to 2425 31, **APPROVED** at FULL COUNCIL MEETING held on 3 February 2025.

Information received regarding ongoing matters arising from the approved minutes:

- i. External Staffing Roles Review minute 2425 07 – update.
The review was now expected to take place in the next council year once job descriptions etc were reviewed as a result of the committees review. It was likely that reviewed job descriptions etc would be brought to the Staffing Committee meeting on 21 July 2025.
- ii. Business Continuity Plan minute 2425 07 – update.
This would be progressed in the next council year.
- iii. Disclosure and Barring Service Checks minute 2425 11 – update.
A DBS basic check remained outstanding for the Clerk. Clerk to chase.
- iv. Human Resource policies minute 2425 12 – update.
Reviewing of policies in the light of legislative changes including the appraisal policy would be picked up in the next council year.

2425 39 Staffing Projected Expenditure against Budget 2024-25

The Deputy Clerk/RFO had prepared a *Projected Staffing Expenditure against Budget 2024-25* report which was presented by the Clerk.

An apparent discrepancy was due to pension payments being paid out twice in December due to the switch to Unity Trust.

A Staffing Earmarked Reserve was being used up; any remaining monies would go back to General Reserves.

NOTED: the *Projected Staffing Expenditure against Budget 2024-25* report.

2425 40 Appraisal/supervision 2024-25.

This item was heard in private session.

Cllr Mary Blacka as the Staff Performance and Development Lead reported on the conclusion of the Clerk's appraisal process for 2024-25.

The Clerk reported on the conclusion of the appraisal process 2024-25 for both the Deputy Clerk and Assistant Clerk.

APPROVED: the completed appraisal statement 2024-25 for the Clerk, demonstrating satisfactory performance.

NOTED: appraisal statements 2024-25 for Deputy Clerk/RFO and Assistant Clerk as conveyed by the Clerk.

It was further reported that the Appraisal cycle 2025-26 would include feedback from councillors and begin with reviews of job descriptions in Summer 2025. An external review of roles was expected to take place later in 2025.

Cllr Blacka was thanked for her work in preparing the Clerk's appraisal.

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All 3 members of the clerking team were congratulated on successfully completing the 2024-25 appraisal cycle.

2425 41 Pay awards for the clerk team

The Clerk reported that pay awards fell into three categories:

- a. Incremental annual pay awards – awarded from 1 April each year subject to satisfactory performance reviews (appraisal) and allocated pay ranges for each member of the team. All 3 appraisals had been concluded prior to the meeting.
- b. National pay awards – the HVPC utilises the National Joint Council for Local Government Services (NJC) Pay Spine. A national pay award for 1 April 2025 is yet to be confirmed. Once it is any rise for each member of staff should be backdated to 1 April 2025 and paid out as soon as possible.
- c. Additional points are awarded in line with contracts for specific performance matters such as gaining additional recognised qualifications.

The Clerk further reported that all potential pay awards were factored into the 2025-6 budget.

The Clerk was awarded the Certificate in Local Council Administration (CiLCA) on 24 January 2025.

Once the initial verbal report was completed the item was heard in private session.

The Clerk withdrew from the meeting, having declared an interest in the item.

APPROVED: the awarding of one incremental point for the Clerk backdated to 24-1-2025 in recognition of achieving CiLCA, placing the Clerk on point 32 of the pay spine.

APPROVED: in principle the awarding of one incremental point to the Deputy Clerk/RFO, effective from notification of the successful completion of CiLCA, which would place the Deputy Clerk on point 32 of the pay spine.

APPROVED: the awarding of two incremental points for the Assistant Clerk from 1 April 2025, as recommended by the Clerk based on performance exceeding expectations, placing the Assistant Clerk on point 22.

The COMMITTEE wished to recognise that the skills, knowledge and understanding of all clerk team members exceeded the rates of pay currently applicable to their roles.

2425 42 Other staffing matters

This item was heard in private session.

The Clerk reported in private session on other staffing matters including:

- current position regarding officer Time Off In Lieu (TOIL);
- impact on staff of councillor communications.

NOTED: that the Clerk expected to have 22.75 hours and the Assistant Clerk expected to have 8.25 hours of TOIL by 31 March 2025. In line with contractual entitlements any TOIL would be carried through to the new council year.

An action for the Clerk was to discuss with the Staff Performance and Development Lead how their TOIL and annual leave would be managed in 2025-26.

RESOLVED: The Chair of HOLME VALLEY PARISH COUNCIL would make a statement on behalf of the STAFFING COMMITTEE at the FULL COUNCIL MEETING to be held on 24 March 2025 regarding the impact on staff of councillor social media communications.

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2425 43 Training received by Officers

The Clerk reported on training received by officers since 18 November 2024. For 2025-26 there is a budget of £2,300 for staff training.

Confidential feedback from the Clerk's CiLCA training was provided to the Committee under separate cover.

NOTED: training received by Officers since the STAFFING COMMITTEE MEETING on 18 November 2024.

This included CiLCA training for the Clerk and Deputy Clerk/RFO and training regarding the website, grants process and payroll for the Assistant Clerk.

APPROVED: upcoming training including website training for the Clerk and Deputy Clerk/RFO, continuing CiLCA training for the Deputy Clerk/RFO and a Neurodiversity webinar for the Assistant Clerk.

An action for the Clerk was to explore possible social media training for both officers and councillors through Social Progress based in Honley.

The meeting closed at 8.55pm.