

To Members of the Staffing Committee

You are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** to be held on **MONDAY 21 JULY 2025 at 19:00 HRS, in the EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**, for the transaction of the following business.

- AGENDA – (A)

Public question time. 7.00pm

Prior to the commencement of the business session of the Committee, there will be an open session lasting 15 minutes, for members of the public to speak to Members.

2526 01 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 7.15pm

The meeting will be recorded and subsequently published on the **HOLME VALLEY PARISH COUNCIL's YouTube** channel.

TO CONSIDER: whether any other recordings are to be made.

2526 02 Apologies for absence. 7.20pm

Apologies and reasons received are emailed out to members for consideration prior to the meeting commencing. Clerk to report.

TO CONSIDER: apologies for absence, reasons having been distributed beforehand.

2526 03 Items on the agenda to be discussed in private session 7.23pm

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

TO CONSIDER: whether any items on the agenda should be discussed in private session.

2526 04 Members' personal and disclosable pecuniary interests in items on the agenda. 7.25pm

Consideration will be given to members' personal and disclosable pecuniary interests in items on the agenda and noted.

Any written requests for dispensations received will be considered.

TO RECEIVE: Members' personal and disclosable pecuniary interests in items on the agenda.

TO CONSIDER: any written requests for dispensations received from members.

2526 05 Officers' interests in items on the agenda. 7.30pm

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

TO RECEIVE: any officer's interests in items on the agenda.

Any revised Declaration of Pecuniary Interest received from members or staff are to be emailed out to the STAFFING COMMITTEE members under separate cover for noting. They will be noted by FULL COUNCIL in due course. Redacted versions of member declarations will be placed on HVPC website.

Clerk to report.

TO CONSIDER: any revised declarations of pecuniary interests for Committee members.

TO CONSIDER: any revised declarations of pecuniary interests for members of the clerking team.

2526 07 Minutes for the Staffing Committee meeting on 17 March 2025, numbered 2425 32 to 2425 43.

7.35pm

TO NOTE: the Minutes of the STAFFING COMMITTEE MEETING held on 17 March 2025, numbered 2526 32 to 2526 43, **approved** at ANNUAL COUNCIL MEETING held on 19 May 2025 **(B)**.

To receive information regarding ongoing matters arising from the approved minutes which do not appear under other agenda items.

- i. External Staffing Roles Review minute 2526 07 – further update. As reported in March, the review is now expected to take place later in this council year once job descriptions etc have been reviewed as a result of the committees review.
- ii. Business Continuity Plan minute 2526 07 – further update. As reported in March, this would be progressed later in this current council year.
- iii. Disclosure and Barring Service Checks minute 2526 11 – further update.
- iv. Human Resource policies minute 2526 12 – further update.
- v. Any other matter.

Clerk to report further.

TO CONSIDER: any further action(s) arising from the minutes of previous meetings of the STAFFING COMMITTEE.

2526 08 Election of Staffing Committee Vice Chair

7.38pm

At the Annual Council meeting in May 2025 the appointment of the Vice Chair of the Staffing Committee was delegated to the committee.

Standing Orders state that any eligible councillor on this committee can be elected as Vice Chair. Custom and practice in some recent years has been that the serving Chair of the Full Council serve as Vice Chair of this committee.

TO CONSIDER: the appointment of the Vice Chair of the Staffing Committee to serve throughout the remainder of the council year 2025-26.

2526 09 Staffing and Staff Training Budget 2025-26

7.43pm

The Deputy Clerk/RFO has prepared a *Salaries and Staff Training Budget 2025-26* report – to date **(Ci)** and a *Staffing Budget Year to Date and Projected 2025-26* report **(Cii)**.

A further report – **(Ciii)** *RFO Report on the likely overspend on the staffing salaries/against budget 2025/26* is being released **in confidence under separate cover** to

HOLME VALLEY PARISH COUNCIL

Staffing Committee members as this report includes specific information about identifiable members of staff salaries.

Clerk to report further.

TO CONSIDER: actions arising from the Staffing salaries against Budget 2025-26 reports.

2526 10 Appraisal policy - review

7.53pm

A new appraisal policy **(Di)** based on YLCA guidance has been drawn up for consideration alongside a revised proforma for appraisal meetings **(Dii)**.

Clerk to report.

TO CONSIDER: recommending the policy and proforma to FULL COUNCIL for approval in due course.

2526 11 The use of AI

8.03pm

The Assistant Clerk was tasked with producing a report on the possible uses of AI by the Clerk Team – using AI. The attached report **(E)** is the result of this.

The Clerk Team wish to trial the use of an AI assistant with regards to preparation of council meetings. Cloudy IT have developed a family of AI-powered assistants called GovAssist built specifically to support the work of local councils. Each assistant focuses on a core area of council operations - from managing meetings and responding to residents to streamlining planning and forecasting budgets.

The marketing information for GovAssist states that:

‘Designed with clerks and officers in mind, GovAssist reduces administrative burdens, improves decision accuracy, and instantly finds the information you need while securely handling your data according to sector-specific standards. It's the smarter way to handle everyday tasks so you can focus on serving your community.’

Each unit costs £495 per annum plus an annual licence fee of £360.

Further information can be found via the link <https://www.cloudyit.co.uk/govassist/>

Clerk to report further.

TO CONSIDER: approving expenditure of up to £855 for the purchase of a year's use of the GovAssist Meetings Module plus annual licence fee.

TO CONSIDER: any other action with regards to the utilisation of AI in the Council's work.

2526 12 Completion of CiLCA by the Deputy Clerk/RFO

8.13pm

As **NOTED** at the ANNUAL COUNCIL MEETING on 19 May 2025 the Deputy Clerk/RFO received notification that he had been awarded the Certificate in Local Council Administration (CiLCA) on Saturday 3 May 2025.

As **APPROVED** in principle by the STAFFING COMMITTEE at its meeting on 17-3-2025, the Deputy Clerk received a pay award of one incremental point payable from 3 May 2025.

The Clerk to report further.

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TO CONSIDER: any further action with regards to the Deputy Clerk/RFO having obtained the CiLCA qualification.

2526 13 Appraisal/supervision 2025-26.

8.14pm

All three members of the clerk team have signed contracts of employment.

Job descriptions are currently under review following changes to the Parish Council's committee structure.

Time sheets are submitted in a standard format.

The Clerk to report further on objectives set for 2025-26 for the Deputy Clerk/RFO and the Assistant Clerk.

The Staff Performance and Development Lead to report on the Clerk's objectives for 2025-26.

TO CONSIDER: update on appraisal/supervision 2025-26.

TO APPROVE: the Clerk's objectives set for 2025-26.

TO CONSIDER: any further actions arising from the update.

2526 14 Pay awards for the clerk team

8.24pm

The Committee resolved on incremental annual pay awards and additional points awarded in line with contracts for specific performance matters such as gaining additional recognised qualifications in the meeting on 17 March 2025.

Regarding 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 – see latest news update dated 7 July 2025 from the Society of Local Council Clerks (SLCC) (F). Once it is, any rise for each member of staff should be backdated to 1 April 2025 and paid out as soon as possible.

Clerk to report further.

TO CONSIDER: any actions required regarding arrangements for pay awards for members of the clerk team.

2526 15 Other staffing matters

8.29pm

Clerk to report on other staffing matters including:

- current position regarding officer Time Off In Lieu (TOIL).

TO CONSIDER: any actions arising from other staffing matters, as reported.

2526 16 Training received by Officers

8.34pm

Clerk to report on training received by officers since 17 March 2025.

For 2025-26 there is a budget of £2,300 for staff training.

TO NOTE: training received by Officers since the STAFFING COMMITTEE MEETING on 17

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March 2025 and **APPROVE** any upcoming training.

TO CONSIDER: any further action with regards to staff training.

Close of meeting

8.37pm

Jen McIntosh

Mrs J McIntosh
Clerk to the Council

Holme Valley Parish Council, Holmfirth Civic Hall, Huddersfield Road, Holmfirth HD9 3AS
Telephone: 01484 687460 Email: clerk@holmevalleyparishcouncil.gov.uk

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

APPROVED 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.

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No new DPI dispensations had been received.

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.

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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.

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

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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.

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.

SIGNED: _____ Cllr Tom Dixon

Expenditure against Budget 2025-26 Year-to-Date

Holme Valley Parish Council - Staffing

CODE	DESCRIPTION		Starting Budget	April	May	June	July	Total	Remaining	
<u>110 Staff Expenditure</u>										
4000	Salaries	33.56%	£96,108	£8,121.52	£7,954.14	£8,087.62	£8,087.62	£32,250.90	£63,857.10	4000
4060	Staff Training	23.37%	£2,300	£30.00	£507.40	£0.00	£0.00	£537.40	£1,762.60	4060
Total Staff Expenditure		33.32%	£98,408	£8,151.52	£8,461.54	£8,087.62	£8,087.62	£32,788.30	£65,619.70	
									OK	

Expenditure against Budget 2025-26

Holme Valley Parish Council - Staffing

CODE	DESCRIPTION		Starting Budget	April	May	June	July	August	September	October	November	December	January	February	March	Total	Remaining	
<u>110 Staff Expenditure - year-to-date</u>																		
4000	Salaries	33.56%	£96,108	£8,121.52	£7,954.14	£8,087.62	£8,087.62	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£32,250.90 OK	£63,857.10	4000
NARRATIVE: 1/3 into the year, the Salaries budget line is at 33.56% of the annual budget.																		
<u>110 Staff Expenditure - projected 3.2% pay rise backdated to APR</u>																		
4000	Salaries	104.11%	£96,108	£8,381.41	£8,208.67	£8,346.42	£8,346.42	£8,346.42	£8,346.42	£8,346.42	£8,346.42	£8,346.42	£8,346.42	£8,346.42	£8,346.42	£100,054.32	£-3,946.32	4000
NARRATIVE: These figures are calculated by simply adding 3.2% of the Salaries expenditure to the existing or projected Salaries expenditure. It would mean that the budget line would be a little under £4k under budget at year end.																		
<u>110 Staff Expenditure - projected 3.4% pay rise backdated to APR</u>																		
4000	Salaries	104.31%	£96,108	£8,397.65	£8,224.58	£8,362.60	£8,362.60	£8,362.60	£8,362.60	£8,362.60	£8,362.60	£8,362.60	£8,362.60	£8,362.60	£8,362.60	£100,248.23	£-4,140.23	4000
NARRATIVE: These figures are calculated by simply adding 3.4% of the Salaries expenditure to the existing or projected Salaries expenditure. It would, again, mean that the budget line would be a litte over £4k under budget at year end.																		

Holme Valley Parish Council

Appraisal Policy

For consideration at the Staffing Committee meeting 21 July 2025
Based upon YLCA model policy

Appraisal Policy - DRAFT

Holme Valley Parish Council is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist the Council to achieve its objectives.

The appraisal policy supports the performance management scheme.

The scheme is a formal process centred on a cycle of three formal meetings of each employee and their line manager (or, in the case of the Clerk, the Staff Performance and Development Lead who reports to the Staffing Committee) to discuss their work.

The purpose of the meeting cycle is to manage the performance of staff through:

- i. Setting objectives for the year
- ii. Planning training for the year
- iii. Keeping objectives under review
- iv. Reviewing job description as necessary
- v. Giving an opportunity to address barriers to effective working
- vi. Having annual leave to be taken etc agreed
- vii. Reviewing objectives at the end of a year
- viii. Producing an agreed statement of performance.

Objectives should align individual employees' goals and objectives with organisational goals and objectives.

Core Principles of the Appraisal Policy

1. The appraisal process aims to improve the effectiveness of this Council by contributing to achieving a well motivated and competent workforce.
2. Appraisal is an ongoing process with formal meetings scheduled each year to review progress.
3. The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual and of the organisation are being met - and will continue to be met in the next year.
4. The appraisal discussion will include reviewing the previous year's achievement.
5. All employees who have completed their probationary period are required to participate in the appraisal process.
6. The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.

7. The appraisal process will provide the Council with valuable data to assist succession planning.
8. The appraisal process will be a fair and equitable process in line with the Council's Equality Policy.

Appraisal Implementation

Three appraisal discussions will be held over the Council year. They will be arranged by the employee's line manager. Line managers are encouraged to provide the opportunity for other informal reviews as necessary/as requested by the employee throughout the year.

The discussion will be held in private. Information shared during the appraisal will be shared only with the Clerk or Staffing Committee as appropriate; confidentiality of appraisal will be respected.

The appraiser (usually the employee's line manager) will have access to appraiser training and be familiar with the employee's work. For the Clerk, the Staff Performance and Development Lead will facilitate appraisal meetings, reporting to the Staffing Committee. The Staffing Committee is the Clerk's line manager.

Where appropriate and with the agreement of the employee the appraiser may seek feedback from councillors most acquainted with the appraisee's work to feed into the appraisal process. Other sources of feedback may also be referred to where appropriate and with the agreement of the appraisee.

All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.

A time and venue for the discussion will be advised at least one week before the meeting takes place.

The Appraisal Discussion

The appraisal discussion will allow an opportunity for both the employee and the appraiser to reflect and comment on the previous year's achievements. It will praise achievement and encourage the appraisee in their role.

The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organisation and of the individual.

The discussion should be a positive dialogue and will focus on assisting the employee to acquire the relevant knowledge, skills and competencies to perform their current role to the best of their abilities.

The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to annotate any comments that he/she does not agree with and append any further comments to the appraisal form.

The appraisee and line manager should agree on training for the appraisee for the year. This will reflect the employee's aspirations and the Council's requirements and should align personal and

Council goals. The Council and the line manager will support the individual to achieve these goals during the forthcoming year.

Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed and noted as part of the appraisal process.

ENDS.

Appraisal Record
Employee name:
Job title:
Appraiser:
Council Year:
<p>Three formal meetings contribute to the appraisal process:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting 1. Objective setting and review of job description (May-July) Scheduled date: _____ <input type="checkbox"/> Meeting 2. Mid-Appraisal Check in (August-November) Scheduled date: _____ <input type="checkbox"/> Meeting 3. Review (January-April) Scheduled date: _____ <p><i>Additional, informal meetings may be held at any time as agreed between the employee and appraiser.</i></p>
<p><i>This form will be completed by the appraiser, shared with the appraisee and electronically filed in the Staffing Folder of the current year.</i></p>

Meeting 1: Objective setting (May-July)

This section should be used to record discussion on the key areas of the job role.

Employee name:

Opening comments – how are things going?

Review of job description

Objectives

Objectives might number between 3 and 5. Thought should be given to ensuring that objectives are SMART – specific, measurable, achievable, relevant and time-bound.

Training plan

The training plan should include all training required to meet objectives and any other training appropriate to current role. Training requests to facilitate career development should also be noted.

The training plan may be shared with the Staffing Committee.

Plans for annual leave, TOIL

Additional comments (if appropriate/wanted)

Employee's signature:

Appraiser's signature:

Date:

Meeting 2: Mid-Appraisal Check in (August-November)

Employee name:

Opening comments - how are things going?

Progress towards objectives

Discussion to focus on progress to date and any amending of objectives required.

Other areas of discussion

This section should record any other key points raised by either employee or appraiser at the mid-appraisal check in meeting.

Training update – training completed since Meeting 1 and planned to take place before Meeting 3.

Update on plans for annual leave, TOIL etc

Additional comments (if appropriate/wanted)

Employee's signature:

Appraiser's signature:

Date:

<u>Meeting 3: Review (January-April)</u>
<u>Employee name:</u>
Opening comments - how are things going?
What has gone well <i>Employee and appraiser should discuss the year's highlights, including areas of strength and achievements.</i>
Any issues <i>Employee and appraiser should discuss any concerns or issues that have arisen and are a barrier to effective and rewarding working.</i>
Review of current year objectives
Statement of performance for current year <i>The agreed statement should highlight key achievements and indicate level of performance. This may be shared in confidence with the Staffing Committee.</i>
Training update – training completed since Meeting 2 and planned to take place after Meeting 3.
Plans for annual leave, TOIL - update
Additional comments (if appropriate/wanted)

Employee's signature:
Appraiser's signature:
Date:

From: Assistant Clerk <assistantclerk@holmevalleyparishcouncil.gov.uk>
Sent: 12 June 2025 12:28
To: clerk@holmevalleyparishcouncil.gov.uk;
 deputyclerk@holmevalleyparishcouncil.gov.uk
Subject: RE: Briefing paper on AI (generated by AI!)

Assessment of Holme Valley Parish Council's Activity and Remit

Holme Valley Parish Council serves as the **first tier of local government** for the Holme Valley area, covering multiple towns and villages. Its remit includes:

- **Community Grants** – Funding local projects, events, and capital initiatives.
- **Planning and Development** – Reviewing planning applications and shaping local development through the Neighbourhood Plan.
- **Asset Management** – Maintaining public facilities, including Holmfirth Civic Hall, Honley Library, bus shelters, and war memorials.
- **Local Services** – Supporting youth work, public transport, road safety schemes, and environmental initiatives.
- **Climate Action** – Addressing sustainability and environmental concerns through council-led initiatives.

Recommendations for GovAssist AI Adoption

Given the council's broad responsibilities, AI can enhance efficiency in several key areas:

1. AI-Assisted Meeting Management

- **Use:** Automates agenda creation, meeting minutes, and document retrieval.
- **Benefit:** Saves clerical time, ensures consistency in governance documentation.
- **Recommended Tool:** GovAssist Meetings (£495 per year per assistant).

2. AI-Powered Planning Support

- **Use:** Summarises planning applications, assists with policy alignment, and provides compliance guidance.
- **Benefit:** Streamlines planning committee operations, improves decision-making.
- **Recommended Tool:** GovAssist Planning (£495 per year per assistant).

3. AI-Driven Community Engagement

- **Use:** Automates responses to resident queries, improving accessibility and responsiveness.
- **Benefit:** Reduces workload for clerks, enhances public communication.
- **Recommended Tool:** GovAssist Companion (£495 per year per assistant).

4. AI-Assisted Financial Oversight

- **Use:** Supports budget tracking, grant allocation, and financial compliance.
- **Benefit:** Reduces manual errors, improves financial transparency.
- **Recommended Tool:** GovAssist Governance (£495 per year per assistant).

Implementation Strategy

- **Start with GovAssist Meetings and Planning** to improve governance and planning efficiency.
- **Introduce GovAssist Companion** to enhance resident engagement and administrative support.
- **Consider GovAssist Governance** for financial oversight and compliance.
- **Invest in AI training** (£650 for a two-hour session) to ensure effective adoption.

Conclusion

Holme Valley Parish Council can strategically integrate AI to enhance efficiency, reduce administrative workload, and improve service delivery. A phased approach, starting with meeting management and planning support, would provide immediate benefits while ensuring sustainable AI adoption.

From: Assistant Clerk <assistantclerk@holmevalleyparishcouncil.gov.uk>
Sent: 12 June 2025 12:22
To: clerk@holmevalleyparishcouncil.gov.uk; deputyclerk@holmevalleyparishcouncil.gov.uk
Subject: RE: Briefing paper on AI (generated by AI!)

Generated summary of GovAssist:

GovAssist AI: Tools, Services, and Costs for Parish Councils

Overview

GovAssist AI is a suite of AI-powered assistants designed specifically for town and parish councils, helping streamline governance, meetings, planning, and administrative tasks. Developed by CloudyIT, it provides tailored AI support to improve efficiency and reduce workload for clerks and councillors.

Available AI Assistants

GovAssist AI offers four specialised assistants:

1. **GovAssist Meetings** – Automates agenda creation, meeting minutes, and document retrieval.
2. **GovAssist Companion** – Manages email triage and routine administrative tasks.
3. **GovAssist Governance** – Provides access to best practices, policies, and compliance guidance.
4. **GovAssist Planning** – Supports planning application evaluations and policy alignment.

Costs

- **Each AI assistant:** £495 per year, including a GPT Pro licence (worth £360 annually).
- **Training sessions:** £650 for a two-hour session, equipping clerks with practical AI skills.
- **One-time setup costs:** £1,315 for full implementation.

Budget Considerations for a Parish Council

For a parish council with **three part-time clerks and a £400,000 annual budget**, adopting GovAssist AI could be a cost-effective way to enhance efficiency:

- **One AI assistant:** £495 per year (~0.12% of the budget).
- **Full suite of four assistants:** £1,980 per year (~0.5% of the budget).
- **Training and setup:** One-time cost of £1,315 (~0.3% of the budget).

Strategic Recommendation

- Start with **GovAssist Meetings and Companion** to automate key administrative tasks.
- Consider **GovAssist Governance** for policy management and compliance support.
- Invest in **training** to maximise AI benefits for clerks and councillors

From: Assistant Clerk <assistantclerk@holmevalleyparishcouncil.gov.uk>

Sent: 12 June 2025 12:11

To: clerk@holmevalleyparishcouncil.gov.uk; deputyclerk@holmevalleyparishcouncil.gov.uk

Subject: RE: Briefing paper on AI (generated by AI!)

Updated version for Parish councils only.

From: Assistant Clerk <assistantclerk@holmevalleyparishcouncil.gov.uk>

Sent: 12 June 2025 12:06

To: clerk@holmevalleyparishcouncil.gov.uk; deputyclerk@holmevalleyparishcouncil.gov.uk

Subject: Briefing paper on AI (generated by AI!)

As attached

Gemma Sharp

Assistant Clerk - Holme Valley Parish Council

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News & Publications



Local Government Pay Claim 2025/6

🕒 7 July 2025

In regard to the pay claim for 2025/6 effective from the anniversary date of 1st April, we have been advised that UNISON members have "overwhelmingly rejected" this year's local government pay offer for staff in England and Wales.

This result follows similar outcomes in consultative ballots of the members of GMB and Unite, in relation to the offer from the employers' side of the National Joint Council for Local Government Services (NJC).

In its response, Unison highlighted that the 3.2% offered is below the rate of inflation in the year to May 2025 (3.4%), according to the government's preferred consumer prices index (CPI), as well as pay settlements or offers for most other public sector staff. However, the employers have said that the offer is "full and final", given the pressure they say it will put on council finances.

UNISON, along with UNITE and GMB have written to the employers to come back with a fairer and better offer.

We will, of course, keep you advised of developments.

Article categories

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