

25 February 2021

Under the Openness of Local Government Bodies Regulations 2014, members of the public, the press or the Council may record/film/photograph or broadcast the meeting whilst it is open to the public.

To Members of the Council

Dear Sir/Madam

A remote meeting of the **Staffing Committee** (Cllrs; Courtney, Harvey, Needham, Stow & Young) will be held in the Greenwood Room, The Town Hall, St George's Street, Hebden Bridge on **Wednesday 3rd March 2021 at 7:30 pm.**



Jason Boom
Clerk to the Council

This meeting is open to the public unless Members decide to exclude the public for any exempt or confidential item of business.

Join Zoom Meeting

<https://us02web.zoom.us/j/83173441237?pwd=bzF4d0Y4eWhnK3Q2dnZOQVVPa2luUT09>

Meeting ID: 831 7344 1237

Passcode: 739555

AGENDA

- 1. Apologies for Absence and any substitutions**
- 2. Members` Interests relating to agenda items for this meeting.**
- 3. Matters arising from Minutes of Meeting held 11th November 2020 not itemised on this Agenda**
- 4. WORK RELATED VIOLENCE, HARASSMENT & BULLYING POLICY**
To receive redrafted final versions and adopt (enc).
- 5. PICTURE HOUSE JOB DESCRIPTIONS**
To consider rationale as presented, review and adopt (enc).
- 6. HRTC STAFF COMPLEMENTARY TICKETS**
To receive report and to decide on appropriate actions (enc).



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- 7. VERBAL UPDATE**
To receive verbal update from the Picture House Manager regarding actions and progress of staff at the Picture House.
- 8. LIVING WAGE**
To confirm agreement on the timing of the implementation of the Living Wage following its announcement in November.
- 9. STAFF HANDBOOK & EMPLOYMENT LAW ARRANGEMENTS**
To confirm renewal of arrangement with Haworths for ongoing services and the updating of the staff handbook.
- 10. STAFFING CAPACITY AT HRTC**
To report on meeting held between the Chair of Staffing, the Mayor, Deputy Mayor and HRTC Clerk and Deputy Clerk.
To discuss expected increases in responsibilities and plans to monitor the workload of HRTC staff.
- 11. STAFFING ACTIONS TAKEN**
To advise the committee of actions taken by the Town Clerk with regard to staffing arrangements since the last meeting of the committee (enc).