

## HEBDEN ROYD TOWN COUNCIL

### MEETING of the STRATEGY & REVIEW COMMITTEE held Wednesday 8<sup>th</sup> May 2024

#### MINUTES

**PRESENT** Councillors; Hayes (Chair), Butterick, Fraser, Guilfoyle, Harvey, McNicholas.

**Clerk:** Emma Green – Acting Town Clerk.  
**Minutes:** Rebekah Cox - Administrator

**494. Apologies for Absence and any substitutions.**  
Apologies received from Cllr Needham with Cllr McNicholas substituting.

**495. Members' Interests relating to agenda items for this meeting.**  
None were declared at this time.

**496. Matters arising from Minutes of Meeting held 17 January 2024 not itemised on this Agenda.**  
No matters were arising.

**497. COMMUNICATIONS**

- a) CMBC Fair Work Charter  
Late item:
- b) Zurich Renewal notification

In respect of item

- a) West Yorkshire Combined Authority – self assessment providing opportunities, welfare of staff etc with a set of guidelines.

It was moved by Cllr Hayes

Seconded by Cllr Harvey and

**RESOLVED:** to recommend adoption.

In respect of item

- b) £3699.19 renewal premium for Zurich Insurance.

It was moved by Cllr Harvey

Seconded by Cllr Hayes and

**RESOLVED:** to pay renewal premium plus the additional fee for Contract Dispute cover.

**498. COMMITTEE STRUCTURE**

At the request of Cllr Hayes the future structure and procedures of the staffing committee and its tenure were considered.

Cllr Hayes suggested that compulsory training should be required for all Staffing Committee members. Elcons offer some but would explore others e.g. YLCA. Cllr McNicholas would be happy to provide some sessions.

Cllr Hayes had suggested that Staffing Committee agree to share their telephone numbers with members of staff to develop a pathway of how people air any concern with an informal resolution before it would need to become a complaint. Cllr McNicholas volunteered to be involved with this process.

Cllr Butterick raised a number of points on behalf of Cllr Boden as follows: When an issue arises, it is to be dealt with using the correct procedure/ policy. The Council as an employer must be robust, and individual councillors to be aware of conflicts of interests. Amendments to policy should be carried out by an HR specialist. Accurate paperwork is essential.

Cllr Harvey supported the recommendation of training from new term for all staffing committee and also suggested obtaining feedback from staff with regards to their wellbeing and to discuss what works well and what could be done better. Lack of terms of reference were also discussed. The Acting Clerk confirmed that currently we don't have terms of reference for each committee. Only Community Funding have a term of reference.

The Acting Clerk informed the committee that one to ones will be carried out with staff given them an opportunity to share issues and concerns in an informal basis. This will commence from end of May.

Cllr Guilfoyle suggested an audit of staff feelings with regards to working for HRTC. Staffing Committee to provide questions for this.

Cllr Guilfoyle also recommended that to aid continuation of knowledge on the Staffing Committee, of the 7 members, there should be 4 core seats for the full four years and 3 seats on a rotation basis.

Cllr Hayes shared that Calderdale Council have a 'pop into the office to meet staff for a cup of tea'. This would be a good way to develop working relationships between Councillors and staff to share ideas, concerns etc. This would also include Picture House staff. The Acting Clerk agreed and would make a space in the diary following the election of the new committee. This would be a good way to share information about projects etc

It was moved by Cllr Harvey  
Seconded by Cllr Guilfoyle and

**RESOLVED:**

- That there be a rolling 4-year term for the Staffing Committee with 4 core seats and 3 rotating seats.
- Staffing Committee members must all agree to compulsory training.
- That there be a full HR audit including processes and procedures, including the development of **terms of reference**.
- To recommend that the new committee conduct an anonymous staff satisfaction survey.

**499.**

**ACCOUNTING SOFTWARE & PROCESS**

The Acting Clerk gave a brief background to why a new accounts system is necessary. At present Sage and external spreadsheets are used and they don't

have the functionality required. External accounting support is provided 2 days per month to process and produce financial reports. It would be beneficial that HRTC move to a solution tailored to Town and Parish Councils by seeking accounting software that would support the needs. There are potentially two options that could be purchased; Scribe which is user friendly and is designed for non-accountants, but this may not be suitable for Picture House finance and Rialtas, which is similar to Sage whilst offering additional features specific to the sector. The Acting Clerk and Accounts Support have attended online demos for both software packages.

As this matter is pending April accounts have not been produced.

In addition, a letter of resignation due to retirement has been received from the current accounts support.

It was moved by Cllr Harvey  
Seconded by Cllr Guilfoyle and

**RESOLVED:** That this will be an item for consideration on the next Full Council so a decision can be made, with recommendations to be made by the Acting Clerk and with input and advice of the current accounts support. Also, that new accounts support be sought on a self-employed temporary basis.

**500.**

#### **MARTYN'S LAW**

Martyns Law is targeted at organisations, businesses, local and public authorities, and individuals who own or operate publicly accessible premises or events that the Terrorism Protection of Premises Bill will potentially affect.

It was moved by Cllr Hayes  
Seconded by Cllr Harvey and

**RESOLVED:** to recommended that the Acting Clerk and Picture House Manager should undertake free online training, Action Counter Terrorism prior to the bill coming into force and to ensure that all staff are up to date with their first aid training.

The meeting finished at 8.29pm