

HEBDEN ROYD TOWN COUNCIL

**Meeting of the STAFFING COMMITTEE
Held TUESDAY, 14 JANUARY 2025**

MINUTES

PRESENT: **Councillors:** Morse (Chair), Guilfoyle, Harvey, Turner and Woodhead

Town Clerk: Emma Green

351. TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Cllrs Davenport and the reasons for the apologies shared by the clerk.

It was moved by Cllr Woodhead

Seconded by Cllr Morse and

RESOLVED: to approve the reasons for the apologies.

Cllr Howes has resigned from this committee due to other commitments.

It was discussed that Cllr Butterick had expressed an interest in joining this committee.

It was moved by Cllr Guilfoyle

Seconded by Cllr Harvey and

RESOLVED: to recommend that Cllr Butterick be a member of this committee.

At this time, it was noted that there is currently no Deputy Chair for this committee.

It was moved by Cllr Harvey

Seconded by Cllr Woodhead and

RESOLVED: that Cllr Guilfoyle be elected Deputy Chair of the Staffing Committee.

352. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.

There were no interests received.

353. MINUTES OF THE MEETING HELD 11 NOVEMBER 2024

There were no matters arising from the minutes of meeting held 11 November 2024 not itemised on this agenda.

354. HR & HS CONSULTANCY

The clerk advised that the new HR & HS consultancy service was now live and that three onboarding meetings had been scheduled. The back office set up is ongoing and it is expected that the full system will be live from 1st April. The staff team have been advised of the changes ahead and specific training will take place as appropriate.

It was discussed that the Employee Assistance Programme will also be available to councillors and that information will be shared at the next meeting of the full council.

The previous provider has been advised that the contract will not be renewed, due to the need to have provision with a sector specific knowledge.

355. HRTC RECRUITMENT

The recruitment process for the role of Deputy Town Clerk and Project Officer was considered.

It was moved by Cllr Morse

Seconded by Cllr Guilfoyle and

RESOLVED: to approve the application pack with the additions/ amendments discussed, including:

- Hours – 30 – 37
- Removal of requirement for a degree
- NJC Scale - Points 22 - 28
- Place of work – make clear it is the council offices
- Period of advertisement – 7th February to 23rd February
- Shortlisting - 25th February
- Interviews – 6th March

Once an offer has been made for this role, then recruitment process can start for the next vacant position.

356. HBPH STAFFING ACTIONS

The request regarding staffing at the Picture House was noted.

It was moved by Cllr Morse

Seconded by Cllr Guilfoyle and

RESOLVED: To wait to receive further information in respect of process and costs before a final decision is made.

357. PRIORITIES

The priorities of this committee were considered.

It was moved by Cllr Morse

Seconded by Cllr Guilfoyle and

RESOLVED: that the following will be discussed at the next meeting of this committee

- Deputy Clerk Interview Process
- Timeline of recruitment for further positions
- Appraisals – HRTC & HBPH
- HBPH Staffing Requests
- HRTC Staffing considerations
 - Finance administrator
 - Administrator
 - TOIL – Clerk to seek advice prior to the meeting

The meeting finished at 9.10pm