

HEBDEN ROYD TOWN COUNCIL

Meeting of the STAFFING COMMITTEE Held at Hebden Bridge Town Hall on 2 OCTOBER 2024

MINUTES

PRESENT: Councillors: Guilfoyle, Harvey, Howes & Morse.

Acting Town Clerk: E Green

205. TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Cllrs McNicholas, Hayes, & Davenport.

Apologies for lateness were received from Cllr Howes.

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

No interests were declared.

207. MINUTES OF THE MEETING HELD 19 AUGUST 2024

There were no matters arising.

The Chair proposed that the agenda was reordered.

208. PRESENTATION – EMPLOYMENT LAW AND HEALTH AND SAFETY CONSULTANTS.

Cllrs received a presentation and demonstration from Peninsula Employment Law Consultants. An overview of the specialist support and the BrightHR employee solution platform was given. Cllrs had the opportunity to ask a number of questions relating to the types of support available such as the production of documents and policy for both employment law and health and safety, how the proposed solutions could support HRTC in respect of cost savings in other areas, and what HRTC could expect as a client.

Cllr Howes joined the meeting.

Following discussion about the services available from both Peninsula, WorkNest (who had met previously with the acting clerk) and the existing provider.

It was moved by Cllr Guilfoyle
Seconded by Cllr Howes and
RESOLVED to invite WorkNest to present to the committee to give an opportunity for a comparison of services to be made. This can be done remotely, and a Friday afternoon was suggested.

209. TERMS OF REFERENCE

The Terms of Reference were considered.

It was moved by Cllr Harvey
Seconded by Cllr Howes and
RESOLVED to change the quorum to three to ensure that scheduled meetings are able to go ahead and decisions to be made without delay.

210. STAFFING ACTIONS TAKEN

Climate Emergency & Biodiversity Co-ordinator – last day of employment 30.9.24.

Town Clerk – Retirement date 19.12.24
A letter of acknowledgement has been sent which also expresses the gratitude of HRTC for the many years of dedicated service.

A budget to support the work of the staffing committee was considered.

It was moved by Cllr Guilfoyle
Seconded by Cllr Harvey and
RESOLVED: For this committee to submit its own budget request to Strategy & review to ensure that appropriate HR and Health and Safety support can be provided for a clearly identified budget.

211. STAFFING ISSUES REQUIRING ACTION

Following the confirmation of retirement of the Town Clerk, a new Town Clerk must be appointed.

It was moved by Cllr Howes
Seconded by Cllr Guilfoyle and

RESOLVED: that an external recruitment process will be commenced early October with a view to interviews being held w/c 28th October.

No further recruitment will be undertaken at this time.

The cost-of-living support grant previously given to staff was considered.

It was moved by Cllr Harvey

Seconded by Cllr Guilfoyle and

RESOLVED that this was previously a grant given in exceptional circumstances, the grant will not be awarded this year.

Staff recognition and reward was considered.

It was moved by Cllr Harvey

Seconded by Cllr Guilfoyle and

RESOLVED to approve a celebration event for all staff in line with custom and practice of previous years. Moving forward, this will be reviewed once a permanent clerk is in post.