

HEBDEN ROYD TOWN COUNCIL

Meeting of the STAFFING COMMITTEE Held MONDAY, 27 JANUARY 2025

MINUTES

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

Clerk: Emma Green

384. TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Cllrs Davenport,

385. TO RECEIVE MEMBERS` INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.

There were no members interests reported at this meeting.

386. MINUTES OF THE MEETING HELD 14 JANUARY 2024

There were no matters arising

387. DEPUTY CLERK RECRUITMENT AND INTERVIEW PROCESS

The application pack was reviewed along with the timescales for recruitment.

It was moved by Cllr Woodhead

Seconded by Cllr Morse and

RESOLVED:

- To confirm the number people needed for the interview and shortlisting.
- Cllrs Morse, Woodhead, Guilfoyle, one other member of the Staffing Committee and the clerk to shortlist on Tuesday 25th February from 12 noon.
- Interviews will be held on Thursday 6 March from 12noon. Panel will be the Chair of the Staffing Committee, one other member of the Staffing Committee and the Clerk. as above.
- Clerk to collate questions and circulate including details of an appropriate presentation.

388. APPRAISALS – HBPH & HRTC

The process for appraisals was discussed.

It was moved by Cllr Morse

Seconded by Cllr Woodhead and

RESOLVED: to adopt the new format as provided by Peninsula, and to circulate information on this to key staff. The Chair of Staffing and one other member will appraise the clerk. The clerk will appraise staff at the Town Hall and the Picture House Manager.

The Picture House Manager will appraise the senior team at the Picture House and the Technical & Facilities Manager and Front of House Manager will appraise their respective teams.

389.

HRTC STAFFING CONSIDERATIONS

To consider staffing actions in particular in regard to:

a) Town Clerk- review of procedures

There was a discussion about how the Town Clerk should deal with interactions where there is a complaint outstanding.

It was moved by Cllr Woodhead

Seconded by Cllr Morse and

RESOLVED: that on the basis of the advice of the Monitoring Officer at the meeting held 20 December 2024, and to protect the wellbeing of the clerk, that the clerk should not respond to any emails or engage in communication where there is an unresolved complaint. However, the clerk will continue to circulate agendas and papers as required for Full Council meetings.

b) Finance administrator – End of temporary contract

The clerk provided an update of the work of the Finance Administrator and expressed that they had fitted in well to the team and were making a positive contribution.

It was moved by Cllr Woodhead

Seconded by Cllr Morse and

RESOLVED: That a permanent contract should be offered.

c) Administrator – Role review

The clerk outlined the reasons for the proposed review and highlighted the exemplary performance of the administrator.

It was moved by Cllr Morse

Seconded by Cllr Woodhead and

RESOLVED: To approve the recommended job description and role of Executive Assistant to the Clerk and Mayor.

d) Recruitment – timeline and process for further positions

The recruitment process for further roles as discussed.

It was moved by Cllr Turner

Seconded by Cllr Morse and

RESOLVED: That details for the position of Local Environment & Allotments Officer be prepared with a view to advertising once the Deputy Clerk role has been offered.

e) Management of overtime and time off in lieu

A question from HRTC staff was brought to the table regarding the management of overtime and time in lieu in comparison to colleagues at the Picture House.

It was moved by Cllr Morse

Seconded by Cllr Woodhead and

RESOLVED: That the current process for the payment of overtime and time in lieu would be retained, but in exceptional circumstances requests for payment instead of lieu time could be made to the Chair of Staffing.

390.

HBPH STAFFING CONSIDERATIONS

The committee were given the opportunity to review the costs associated with a potential voluntary redundancy process at the Picture House and the potential future cost savings.

It was moved by Cllr Butterick

Seconded by Cllr Morse and

RESOLVED: to approve the offer of voluntary redundancy in respect of the role of Cleaner. This work will be picked up by existing usher and duty manager staff and is already in place. The costs of redundancy will be split between the Picture House and the Town Council.

The meeting finished at 9pm