

30 June 2025



To Members of the Council

Dear Sir/Madam

You are hereby summoned to a meeting of the **STAFFING COMMITTEE** (Cllrs, Butterick, Guilfoyle, Davenport, Harvey, Morse, Turner, & Woodhead) which will be held in the Greenwood Room at Hebden Bridge Town Hall on **TUESDAY 8 JULY 2025 at 7:30PM**

Emma Green
Clerk to the Council

AGENDA

- 1. TO ELECT A CHAIR AND DEPUTY CHAIR FOR THE STAFFING COMMITTEE FOR THE COUNCIL YEAR 2025-2026**
- 2. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.**
- 3. TO RECEIVE MEMBERS INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING AND REQUESTS FOR DISPENSATION.**
- 4. MINUTES OF THE MEETING HELD 8 APRIL 2025**
To report on matters arising from the minutes of meeting held 8 April 2025 not itemised on this agenda (enc).
- 5. STAFFING UPDATE**
To report on the recent recruitment and induction of the Local Environment & Allotments Officer, and the Communications and Engagement Co-ordinator, and to report on other issues requiring action.
- 6. STAFF TRAINING**
To consider training requirements and to decide on action as appropriate.
- 7. HBPH – A HERITAGE FIT FOR THE FUTURE**
To consider the potential impact on staff and costs to the council and to decide on actions.
- 8. SALARY SCALE REVIEW**
To consider information in respect of salaries to ensure alignment with SLCC scales and to decide on action as appropriate.
- 9. EXCLUSION OF THE PRESS AND PUBLIC**
To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

HEBDEN ROYD TOWN COUNCIL

**Meeting of the STAFFING COMMITTEE
Held TUESDAY, 8 APRIL 2025**

DRAFT MINUTES

PRESENT: Councillors: Guilfoyle, Turner and Woodhead.

471. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.

Apologies were received from Cllrs Davenport,

472. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING AND REQUESTS FOR DISPENSATION.

There were no interests reported at this meeting.

473. MINUTES OF THE MEETING HELD 19 MARCH 2025

RESOLVED: There were no matters arising.

474. RECRUITMENT

The Town Clerk reported that recruitment processes for the Local Environment & Allotments Officer. Shortlisting had taken place, and five candidates had been selected for interview.

The process for the Communications and Engagement Coordinator will commence after the Easter break.

475. STAFF TRAINING

A request for training was considered.

RESOLVED: That the request for training be approved.

New Clerks Induction for the Deputy Clerk and PIALC (The Principles of Internal Auditing Local Councils) for the Town Clerk

Also, that the Clerk be given delegated powers to book appropriate training courses to the value of £200 for staff, reporting these back to the next meeting of the committee.

It was also discussed that the Equality and Diversity Training was being organised and that dates would be shared with councillors in due course.

476. HRTC & HBPH ANNUAL APPRAISALS

Councillors received a report from the Town Clerk in respect of the annual appraisals of the staff team at the Town Council and at the Picture House.

RESOLVED: To approve the recommendations in the report.

The Town Clerk left the meeting

In respect of the Town Clerk, following discussion

RESOLVED: To approve a progression of one increment on the salary scale and to contact Local Council Consultancy for advice in respect of grading the Clerks role.

The Town Clerk returned to the meeting

477. EXCLUSION OF THE PRESS AND PUBLIC

To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

RESOLVED: No exclusion was made

The meeting finished at 8:30pm