

16 October 2025



To Members of the Council

Dear Sir/Madam

You are hereby summoned to a meeting of the **STAFFING COMMITTEE** (Cllrs, Butterick, Guilfoyle, Harvey, Morse, Turner, & Woodhead) which will be held in the Greenwood Room at Hebden Bridge Town Hall on **WEDNESDAY 22 OCTOBER at 7.30PM**

A handwritten signature in black ink, appearing to read 'Emma Green'.

Emma Green
Clerk to the Council

AGENDA

- 1. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.**
- 2. TO RECEIVE MEMBERS INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**
- 3. MINUTES OF THE MEETING HELD 17 SEPTEMBER 2025**
To report on matters arising from the minutes of meeting held 17 September 2025 not itemised on this agenda (enc).
- 4. COMMITTEE MEMBERSHIP**
To note a vacancy on the committee and to decide on actions.
- 5. DISABILITY CONFIDENT**
To consider renewal of the Disability Confident Registration and to decide on actions (enc).
- 6. PAYROLL OUTSOURCING**
To consider the report in respect of costs and other matters relating to the outsourcing of payroll and to decide on actions as appropriate (to be circulated prior to the meeting).
- 7. HEBDEN BRIDGE PICTURE HOUSE STAFFING MATTERS**
Further to agreement by the Picture House Committee on 1 October, to consider the creation of a new role of Assistant Manager (Internal) as outlined in the report, and to decide on actions as appropriate (to be circulated prior to the meeting).
- 8. HEBDEN ROYD TOWN COUNCIL STAFFING MATTERS**
To receive information on staffing matters and to decide on actions.
- 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.

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HEBDEN ROYD TOWN COUNCIL

Meeting of the STAFFING COMMITTEE Held WEDNESDAY 17 SEPTEMBER 2025

MINUTES

- PRESENT:** **Councillors:** Butterick, Morse, Turner and Woodhead.
- Clerk:** Emma Green
- 186. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.**
Apologies were received from Cllrs Guilfoyle and Harvey.
- 187. TO RECEIVE MEMBERS INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**
There were no members interests reported at this meeting.
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- 188. MINUTES OF THE MEETING HELD 22 JULY 2025**
There were no matters arising.
- 189. RESIGNATION OF COMMITTEE CHAIR**
Cllr Morse resigned from the role of Chair of the Committee but will remain a member of the Staffing Committee.
RESOLVED: To thank Cllr Morse for her contribution and to accept the resignation.
To appoint Cllr Woodhead as Chair of the Staffing Committee.
To appoint Cllr Turner as Deputy Chair of the Staffing Committee.
- 190. PAYROLL OUTSOURCING**
The clerk explained that there is are currently the one within the team competent in undertaking the payroll function, whilst the ideal is for this to be delivered in house, the lack of current capacity means that this may be some time before training is able to be undertaken to the required standard. This could cause a potential issue in respect of business continuity. It is expected that this would cost approximately £200 per month.
RESOLVED: To approve the principle of outsourcing payroll. The clerk is to seek quotes for approval at the meeting of this committee.
- 191. EXCLUSION OF THE PRESS AND PUBLIC**
In respect of Item 6.
RESOLVED: To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960.
- 192. STAFFING MATTERS REQUIRING ACTION**

This matter was taken as a confidential item due to the nature of matters to be discussed.

Meeting finished at 7:15pm

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FW: Your Disability Confident registration has expired

From Info - Hebden Royd Town Council <Info@hebdenroydtowncouncil.gov.uk>

Date Wed 2025-09-10 08:08

To Emma Green - Hebden Royd Town Council <Emma.Green@hebdenroydtowncouncil.gov.uk>

Hebden Royd Town Council
The Town Hall
St George's Street
HEBDEN BRIDGE
HX7 7BY

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Hebden Royd Town Council, Hebden Bridge Town Hall, St Georges Street, Hebden Bridge, HX7 7BY.

From: Disability Confident <admin@disabilityconfident.dwp.gov.uk>

Sent: 10 September 2025 01:23

To: Info - Hebden Royd Town Council <Info@hebdenroydtowncouncil.gov.uk>

Subject: Your Disability Confident registration has expired



Disability Confident Expiry Reminder

Dear The Clerk,

Hebden Royd Town Council

Disability Confident Scheme reference number **DCS034349**

Your Disability Confident Committed (level 1) registration expired on **10/09/2025**

We greatly valued your commitment to the Disability Confident Scheme.

If you are unable to renew your Disability Confident registration at this time for any

reason and would like more time please contact us at disabilityconfident.scheme@dwp.gov.uk.

Want to renew at Committed (level 1)?

You can still renew your commitment at Committed (level 1) by completing the form here:- <https://findajob.dwp.gov.uk/disabilityconfident/update-dc-status>.

You can find further guidance on Committed (level 1) here:- <https://www.gov.uk/government/publications/disability-confident-guidance-for-levels-1-2-and-3/level-1-disability-confident-committed>.

Once renewed, we will send you **an updated certificate at the appropriate level in recognition of your achievement**, and a Disability Confident badge that you can use on your own stationery and communications for **three years**.

If you need to notify us of any changes to your registration details, please report these through the following form:- <https://findajob.dwp.gov.uk/disabilityconfident/update-details>.

If you have any questions, please email us at disabilityconfident.scheme@dwp.gov.uk.

Please note: if you do not renew you should not continue to use the Disability Confident branding on your stationery and communications and your details will be removed from our current list of Disability Confident employers.

Kind Regards,

Disability Confident Scheme Central Team