

HEBDEN ROYD TOWN COUNCIL

Meeting of the STAFFING COMMITTEE Held TUESDAY, 8 JULY 2025

MINUTES

PRESENT: **Councillors:** Morse, Butterick, Guilfoyle, and Woodhead.

Clerk: Emma Green

**80. TO ELECT A CHAIR AND DEPUTY CHAIR FOR THE STAFFING
COMMITTEE FOR THE COUNCIL YEAR 2025-2026**

RESOLVED: that Cllr Morse be Chair of the Staffing Committee for 2025 - 26.

RESOLVED: that Cllr Woodhead be Deputy Chair of the Staffing Committee for 2025 - 26.

81. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.

Apologies were received from Cllrs Davenport, Harvey, and Turner.

Cllr Davenport provided reasons for apologies.

RESOLVED: To approve the reasons for the apologies.

**82. TO RECEIVE MEMBERS INTERESTS REPLATING TO AGENDA ITEMS
FOR THIS MEETING AND REQUESTS FOR DISPENSATION.**

There were no interests reported at this meeting

83. MINUTES OF THE MEETING HELD ON 8 APRIL 2025

There were no matters arising.

84. STAFFING UPDATE

It was reported that the Local Environment & Allotments Officer was now in post and was already making a positive impact.

The Communications and Engagement Coordinator is now in their third week and is settling in well and will be an asset to the team.

Matters raised at staff one-to-ones were shared with the committee.

RESOLVED: to note the information, and to advise staff that the committee would continue to represent the team.

85. STAFF TRAINING

Staff training will be organised in respect of LBGT+ awareness. This will be mandatory for staff and where it is not possible to attend the session, the training will require completion online.

Training in respect of GDPR and FOIA will be provided for the Town Council, and appropriate members of staff will join this session.

The Clerk requested approval to attend the SLCC National Conference and approval for the Deputy Clerk to attend either the National Conference or Practitioners conference.

RESOLVED: To note the information in respect of training. To approve expenditure within budget for the clerk to attend the SLCC National Conference, and for the Deputy Clerk to attend either the SLCC National or Practitioners Conference.

86. HBPH – A HERITAGE FIT FOR THE FUTURE

Councillors considered anticipated questions that may arise from the staff team in respect of the NLHF Development Application.

RESOLVED: To continue to collate information, to reassure staff if required, and to hold one to ones with each staff member to fully understand their expectations.

The Town Clerk left the meeting.

87. SALARY SCALE REVIEW

A report evaluating the role of the clerk was presented. Following discussion it was;

RESOLVED: To approve the recommendations of the report.

The Town Clerk returned to the meeting.

88. EXCLUSION OF THE PRESS AND PUBLIC

There was no requirement to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of confidential nature.

The meeting finished at 7:10pm