

HEBDEN ROYD TOWN COUNCIL

Meeting of the STAFFING COMMITTEE Held WEDNESDAY 22 APRIL 2026

MINUTES

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

Town Clerk: Emma Green

573. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.

Apologies were received from Cllr Turner.

574. TO RECEIVE MEMBERS INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.

There were no members interests reported at this meeting.

575. EXCLUSION OF THE PRESS AND PUBLIC

Members considered the exclusion of the press and public in accordance with section 1(2) of the

RESOLVED: in respect of items 6 (minute 578) and 7 (minute 579) and in accordance with the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the press and public be excluded from the meeting during business to be transacted appertaining to confidential or exempt information,

576. MINUTES OF THE MEETING HELD 16 MARCH 2026

There were no matters arising from the minutes of the meeting held 16 MARCH 2026, not itemised on this agenda.

577. TRAINING & CONTINUOUS PROFESSIONAL DEVELOPMENT

The committee considered the attendance of the Clerk and Deputy Clerk at SLCC National & Practitioners Conference and to decide on actions as appropriate.

It was noted that the costs of the clerk to attend are reduced in accordance with their attendance as the SLCC Regional Representative, and that there is provision within the training budget.

RESOLVED: That the Clerk and Deputy Clerk shall attend the National Conference. The Clerk will attend the Practitioners conference and the agenda for the Practitioners Conference and available budget reviewed closer to the date in respect of the Deputy Clerks attendance.

578. SUPPORT FOR EXTERNAL BODIES

The committee considered an invitation from an external Town Council, to submit a proposal to undertake a sector specific high-level options appraisal and to decide on actions.

RESOLVED: To approve the submission of a proposal, with a fee as outlined in the report. Staff are approved to support this work, any hours worked will be over and above regular hours and will be paid as overtime. These costs will be covered by the fee.

579. HEBDEN ROYD TOWN COUNCIL STAFFING MATTERS

The clerk provided an update.

The Finance Administrator has resumed their standard hours and is working diligently on the year end accounts.

An arrangement has been agreed with Calderdale Council which allows employees of HRTC to benefit from the CMBC employee discount on leisure services. This is at no cost to the town council.

RESOLVED: To approve the introduction of the reduced rate leisure services as an additional benefit for team members.

The Chair of the Staffing Committee advised that an employer grievance from a staff member had been received.

The Town Clerk left the room to maintain confidentiality

Following a brief discussion

RESOLVED: That Cllr Butterick take minutes for this item.

The Committee considered the employer grievance.

RESOLVED: In accordance with the adopted Scheme of Delegation at point 7.4 j and 7.4 p and considering the nature of the grievance that support be sought from the Town Councils external HR advisor. This ensures that the grievance process against the Council and any associated investigation is undertaken by an independent third party rather than the internal Grievance Panel.

It was then discussed that a meeting of the Grievance Panel may be called to consider the findings of the third party.

The Town Clerk was invited to return to the room

Meeting finished at 9pm.