

# HEBDEN ROYD TOWN COUNCIL

Meeting of the **STAFFING COMMITTEE**  
Held at Hebden Bridge Town Hall on 10 July 2024

## MINUTES

**PRESENT:** Councillors: McNicholas (Chair), Davenport, Fraser, Guilfoyle, Harvey (from Item 5), Hayes, Howes & Morse (from Item 5).

Acting Town Clerk: E Green

**98. TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies for lateness were received from Cllr Harvey.

**99. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**

There were no interests declared.

**100. MINUTES OF THE MEETING HELD 18 JUNE 2024**

There were no matters arising.

**101. TERMS OF REFERENCE**

The adopted Terms of Reference were noted.

**102. INVESTIGATION & DISCIPLINARY MATTERS**

Information was presented in respect of an investigation undertaken of actions carried out by a member of staff.

It was moved by Cllr McNicholas

Seconded by Cllr Fraser and

**RESOLVED:** That the findings of the investigation were such that a formal disciplinary hearing is required. Cllrs McNicholas and Howes will undertake the hearing.

**103. RECRUITMENT**

Cllrs were advised that the advertisement for a Finance Administrator is now live. The closing date for submissions is 22 July 24 and interviews will be held on 29 July 24.

**104. STAFFING CONSIDERATIONS & OFFICE ARRANGEMENTS**

Cllrs were given an update of the current situation and associated practicalities. Costs and budgets were considered in detail.

It was Moved by Cllr McNicholas

Seconded by Cllr Howes and

**RESOLVED:** That an absence meeting should be held with the staff member currently on sick leave.

In addition, that the recommendations of the Acting Clerk are adopted:

1 - Maintain increased hours.

2 - That the Community Development and Communications Officer be asked to act as deputy clerk to give support in respect of being additional signatory for the bank accounts, and to enable business continuity in the case of absence of the acting clerk.

3 - To recruit a Communications and Office Assistant for 22.5 hours a week, at SCP 9. Cllr McNicholas to support with Job Description.

**105. HR AUDIT & POLICY REVIEW**

Cllr McNicholas will arrange an initial meeting with the working group (Cllrs McNicholas, Guilfoyle, Harvey, Morse) to consider this. It was discussed that the Town Council should establish a set of values to which its core principles align.

**106. TRAINING FOR STAFF & COUNCILLORS**

It was confirmed that training has been arranged for 12 September.