

HEBDEN ROYD TOWN COUNCIL

Meeting of the STAFFING COMMITTEE Held at Hebden Bridge Town Hall on 18 June 2024

MINUTES

PRESENT: Councillors: McNicholas (Chair from minute 53), Buttrick, Davenport, Fraser, Guilfoyle, Harvey, Hayes & Morse.

Acting Town Clerk: E Green

**53. ELECTION OF COMMITTEE CHAIR & DEPUTY CHAIR
2023/24**

It was proposed by Cllr Morse

Seconded by Cllr Buttrick and

RESOLVED: That Councillor McNicholas be elected as Chair of the Staffing Committee for 2024/25.

It was proposed by Cllr Guilfoyle

Seconded by Cllr Davenport and

RESOLVED: That Councillor Hayes be elected as Deputy Chair of the Staffing Committee for 2024/25.

54. APOLOGIES OF ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Howes with Cllr Butterick substituting.

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

No Interests were declared.

56. MINUTES OF THE MEETING HELD 24 APRIL 2024

There were no matters arising.

57. TERMS OF REFERENCE

The committee considered the proposed Terms of Reference for this Committee.

It was moved by Cllr McNicholas

Seconded by Cllr Guilfoyle

RESOLVED: To adopt the Term of Reference for the Staffing Committee in accordance with the amendments made to points 2.3, 2.6, 5.4, 5.5 and with the provision under

Membership for training. The Terms of Reference will be presented with these minutes at Full Council.

58. GRIEVANCE & DISCIPLINARY ACTIONS

The ongoing process and outstanding issues relating to grievance were considered. The committee were updated that the individual concerned had already been enrolled on ILCA.

In respect of the outstanding grievances and the outcomes requested.

It was moved by Cllr Buttrick

Seconded by Cllr McNicholas and

RESOLVED: That a letter be drafted to be approved by the Chair, which will address action taken on each of the requested outcomes and an apology for lack of clarity lack of procedure. In respect of the financial recompense, the amount will be clarified and settled. Cllr McNicholas will meet with the clerk to address the remaining outcomes, including the development of new policy where required.

59. RECRUITMENT

The requirement to appoint a Finance Administrator was considered.

It was moved by Cllr Harvey

Seconded by Cllr McNicholas

RESOLVED: To approve the recruitment, Person Specifications, Pay Grade and associated costs. In respect of the Job Description, Cllrs are to submit any amendments by Tuesday 25th June. The Acting Clerk will work with the Chair of the committee to agree a schedule for advertisement of the role, shortlisting and interviews.

60. STAFFING CONSIDERATIONS

Staffing matters were considered.

An update was provided on welfare contact.

It was moved by Cllr McNicholas

Seconded by Cllr Guilfoyle and

RESOLVED: That Cllr Hayes will remain the contact for these contacts.

The Acting Clerk advised the Committee of two complaints that had been made to the Monitoring Officer in respect of Councillor behaviour. The Committee discussed the Council's duty of care to employees and considered how this might be best achieved, this could include an escalation of the issues to ensure a timely response from the Monitoring Officer if no progress is forthcoming.

It was moved by Cllr Harvey
Seconded by Cllr Guilfoyle and

RESOLVED: To note the Committee's thanks and support for the work of the Acting Clerk, and to affirm their confidence in the Acting Clerk's professionalism and skills.

61. OFFICE ARRANGEMENTS

The committee considered the suitability of the office arrangements in respect of sick leave, capacity, working hours etc. It was noted that the temporary arrangements cease on 30 June 2024. Once further information is available a review will be made. This may require a Staffing Committee meeting to be called at short notice.

62. TEAM SUPERVISION

An update was given of new practices in particular the team One-to-Ones. These have been well received and set clear actions for the month ahead. The One-to-Ones are conducted on a basis of confidentiality, with the clear understanding that if the Acting Clerk feels there are issues that need to be raised with Staffing Committee, either because of their significance or because they have not been resolved by the following One-to-One, that the staff member will be asked of their permission for the matter to be raised.

It was moved by Cllr McNicholas
Seconded by Cllr Harvey and

RESOLVED: To note the information

63. HR AUDIT & POLICY REVIEW

To requirements of the committee and desired outcomes from a HR review were considered. It was highlighted that the current staff handbook is not fit for purpose.

It was moved by Cllr McNicholas

Seconded by Cllr Guilfoyle and

RESOLVED: That a working group be established to fully consider the existing provision, in terms of policy and documentation and to consider and make recommendations on a third-party HR consultant (The existing provision is out of contract in February 2025).

The working group will include Cllrs McNicholas, Guilfoyle, Harvey and Morse and will be supported by the Acting Clerk

64.

TRAINING FOR STAFF & COUNCILLORS

General HR training will be delivered by Elcons on 11th July. This will include an afternoon session for specific staff members on Recruitment matters, Equal Opportunities and Appraisals. Councillors are invited to attend this session. From 6pm there will be a session for Councillors and the Acting Clerk with will be a general HR overview with a focus on Disciplinary and Grievance processes.