

HEBDEN ROYD TOWN COUNCIL

**Meeting of the STAFFING COMMITTEE
Held at Hebden Bridge Town Hall on 19 August 2024**

MINUTES

PRESENT: Councillors: Guilfoyle, Hayes, Howes & Morse.

Acting Town Clerk: E Green

134. TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Cllrs McNicholas & Harvey

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

136. MINUTES OF THE MEETING HELD 10 JULY 2024

There were no matters arising.

137. TERMS OF REFERENCE

The Terms of Reference were noted.

138. INVESTIGATION & DISCIPLINARY MATTERS

Cllrs were given an update in respect to the outstanding matters.

It was moved by Cllr Howes

Seconded by Cllr Guilfoyle and

RESOLVED: To establish a clear timeline for action as outlined.

To conduct a Return to work or welfare interview an appropriate and following advice from Elcons and confirmation by Unison, to advise that the disciplinary process will be resuming and how this will happen.

If deemed appropriate a referral to HRTCs Occupational Health Therapist will be made.

139. GRIEVANCE MATTERS

Cllrs were advised that a Grievance meeting will be held on 22nd August.

140.

STAFFING CONSIDERATIONS

The need for support in the office during the clerks period of annual leave was discussed. Cllrs are mindful of the need to manage a potential return to work to mitigate and negative impact on the team.