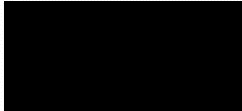


17 June 2026



To Members of the Staffing Committee

You are hereby summoned to a meeting of the **STAFFING COMMITTEE** (Cllrs, Butterick, Guilfoyle, Harvey, Hedges, Morse, Turner, & Woodhead) which will be held at Hebden Bridge Town Hall (room to be confirmed) on **MONDAY 22 JUNE 2026 at 7:30PM**



Emma Green
Clerk to the Council

AGENDA

- 1. TO ELECT A CHAIR & DEPUTY CHAIR FOR THE COUNCIL YEAR 2026-27**
- 2. TO RECEIVE APOLOGIES & REASONS FOR ABSENCE.**
- 3. TO RECEIVE MEMBERS INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**
- 4. MINUTES OF THE MEETING HELD 22 APRIL 2026**
To report on matters arising from the minutes of the meeting held 22 April 2026, not itemised on this agenda (enc).
- 5. TERMS OF REFERENCE**
To review the Terms of Reference for this committee and to decide on actions as appropriate
- 6. GRIEVANCE PANEL**
In accordance with 5.4 of Grievance Panel Terms of Reference, to make recommendations to the Staffing Committee for better ways of working within council.
- 7. HEBDEN ROYD TOWN COUNCIL STAFFING MATTERS**
To receive information on staffing matters, and to decide on actions as appropriate.
- 8. HEBDEN BRIDGE PICTURE HOUSE STAFFING MATTERS**
To receive information on staffing matters, and to decide on actions as appropriate.
- 9. EXCLUSION OF THE PRESS AND PUBLIC**
To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.

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.



STAFFING COMMITTEE TERMS OF REFERENCE

- Membership:** 7 Councillors and Ex-officio
- Non-councillor:** Non-councillors cannot be appointed onto this committee as it deals with sensitive and confidential staffing matters
- Quorum:** Three Town Councillors with voting rights
- Meetings:** Four meetings per year (or as required)

1. Introduction

- 1.1 The aim of this Committee is to develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.
- 1.2 The Committee shall provide effective and professional staff management in all matters relating to the employees of the Council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.
- 1.3 The Staffing Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Staffing Committee's terms of reference shall be made to the Full Council.
- 1.4 The Staffing Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

- 2.1 The Staffing Committee shall consist of seven Town Councillors. Four posts to be elected every four years immediately after an ordinary election, and three posts to be elected annually.
- 2.2 The Mayor is Ex-Officio on this Committee
- 2.3 Three members of the Committee shall constitute a quorum.
- 2.4 Members of the Staffing Committee shall not be members of the Appeals or Grievance Committee.

- 2.5 The Chair and Vice-Chair are to be elected annually at the first meeting of this Committee (Following the Annual Meeting of the Town Council) and shall hold office for the council year.
- 2.6 In the event of the resignation, disqualification, or death of a Councillor during the year any vacancy on the Staffing Committee will be filled at the next meeting of the Full Council.
- 2.7 Substitutions are not permitted in the event of a member's absence from a meeting of the Staffing Committee.
- 2.8 Members of the committee must be willing to undertake training as appropriate.

3. Meetings

- 3.1 Four scheduled meetings per year, in addition, meetings may be convened at short notice to consider urgent staffing matters. Meetings will be called by the Town Clerk.
- 3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.
- 3.4 The first item of business on the agenda of a Staffing Committee meeting will make provision for the Committee to resolve, where necessary, to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.

4. Documentation

- 4.1 Minutes of all meetings will be recorded by the Town Clerk and circulated for information at Full Council meetings.
- 4.2 Reports, documents and correspondence relating to this Committee, that are of a confidential nature will not be shared with the Full Council unless required as per item 5.15.
- 4.3 All correspondence shall be conducted through the Town Clerk.

5. Scope

- 5.1 To appoint a member of the Staffing Committee as the day to day contact support for the Town Clerk, to approve annual leave or sick leave in accordance with the Council policies and overtime in exceptional circumstances (within budget approved parameters). In the absence of the nominated member, the Committee Chair (or another member of the Staffing Committee) will act as the day to day contact support.
- 5.2 The Staffing Committee to have full delegated powers to consider and take decisions on the Council's staffing levels and requirements.
- 5.3 The Staffing Committee to have full delegated powers for the recruitment and selection of all staff at Hebden Royd Town Council, and of senior staff or new posts

at Hebden Bridge Picture House, with the exception of the post of Town Clerk/RFO (see 5.4 below).

- 5.4 Applicants will be short-listed by four members of the Staffing Committee and Town Clerk. Successful short-listed applicants to be interviewed by the Chair of the Staffing Committee, on other member of the committee and the Town Clerk, who will submit a recommendation to the Staffing Committee to ratify the appointment of a new member of Staff.
- 5.5 The Staffing Committee will have delegated powers to recruit and short list applicants for the post of Town Clerk/Responsible Financial Officer. Following shortlisting by the Staffing Committee, the successful short-listed applicants will be interviewed by a panel of three members of the Staffing Committee. A recommendation from the Staffing Committee will be submitted to Full Council to ratify the appointment of a new Town Clerk/Responsible Financial Officer
- 5.6 The Staffing Committee to have delegated powers to review job descriptions, person specifications, staff establishment (including promotion and re-grading) and to approve contracts of employment.
- 5.7 The Staffing Committee to have delegated powers to consider and implement pay awards, increments and payroll management.
- 5.8 The Staffing Committee will ensure that appropriate training and continual professional development programmes are in place for the staff of the Council.
- 5.9 The Staffing Committee will submit proposals in respect of salaries and training of all staff to the Strategy & Review Committee, not later than the end of November each year.
- 5.10 The Staffing Committee to have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC “Green Book”) and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
- 5.11 The Staffing Committee to have delegated powers to review the Staff Handbook.
- 5.13 The Staffing Committee to have delegated powers to carry out annual staff appraisals. Staff appraisals will be carried out by the Chair or another member of the Staffing Committee and the Town Clerk. The Town Clerk’s appraisal will be carried out by two members of the Staffing Committee, to include the Chair.
- 5.14 The Staffing Committee to have delegated powers to review staff pension arrangements.
- 5.15 The Staffing Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary.

- 5.16 Overseeing the first part of a disciplinary investigation in line with the Council's disciplinary procedures which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken
- 5.17 Overseeing an employee's formal grievance(s) in line with the Council's grievance procedures

6. Review

- 6.1 The Staffing Committee's Terms of Reference are to be reviewed annually at the first meeting of the Staffing Committee following the Annual Meeting of the Town Council, or in response to changes in legislation or practice.