

Hebden Royd Town Council — AGENDA

Staffing Committee — Monday, 19 October 2026

Issued: Monday, 12 October 2026

Dear All,

Notice is hereby given of a public meeting of the **Staffing Committee** to be held at **7:30 PM** on **Monday, 19 October 2026** at the **Greenwood Room**. Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to Meetings) Act 1960. This notice is given under paragraph 10(2) of Schedule 12 to the Local Government Act 1972.

Yours sincerely,

Emma Green

Emma Green

Clerk to Hebden Royd Town Council

Emma.Green@hebdenroydtowncouncil.gov.uk

AGENDA

SC1 26-27 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE.

To receive apologies for absence and the reasons given, and to determine whether those reasons are accepted in accordance with Section 85 of the Local Government Act 1972.

SC2 26-27 TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.

Members are invited to declare any disclosable pecuniary or other registrable interests in items appearing on this agenda.

SC3 26-27 MINUTES OF THE MEETING HELD 22 JUNE 2026

Matters arising from the meeting of the Staffing Committee meeting held on 22 April 2026, not itemised on this agenda

SC4 26-27 EFFICIENT SYSTEMS & SUPPORTING COMPLIANCE

To receive information in respect of GovMeetings and GovAssist and to decide on actions as appropriate.

SC5 26-27 DIGNITY AT WORK POLICY

To consider and, if appropriate, recommend adoption of the Dignity at Work Policy, which sets out the Council's commitment to maintaining a positive and respectful working environment free from bullying, harassment, and discrimination.

SC6 26-27 DRAFT TRAINING POLICY

To receive and consider the draft Training Policy prepared for the Council's staff and members. The item is presented for information and comment and to consider recommendation of adoption.

SC7 26-27 CIVILITY & RESPECT PLEDGE

To consider whether to recommend that the Council should formally adopt the Civility & Respect Pledge, as promoted by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC), affirming the Council's commitment to positive and respectful working relationships between councillors, staff, and the public.

SC8 26-27 TRAINING FOR TOWN COUNCIL OFFICERS & PICTURE HOUSE TEAM

To consider and approve training opportunities and associated expenditure for Town Council officers and Picture House team members, having regard to the identified development needs of staff and the budget available for training in the current financial year.

SC9 26-27 Exclusion of Public and Press

To RESOLVE that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

SC10 26-27 STAFFING MATTERS REQUIRING ACTION *(Exempt)*

To consider staffing matters relating to Hebden Royd Town Council and Hebden Bridge Picture House, including any recommendations from the Clerk and to decide on actions.

SC11 26-27 BUDGET SETTING 2027-28 *(Exempt)*

To consider the budget required to provide officer capacity aligned with the strategic objectives of the Town Council and Hebden Bridge Picture House, as required for general staffing matters including HR support, training and contingency.

APPENDIX I — Public Documents

SC3 26-27 MINUTES OF THE MEETING HELD 22 JUNE 2026

Minutes for Staffing 22.06.26.pdf

SC4 26-27 EFFICIENT SYSTEMS & SUPPORTING COMPLIANCE

Gov Meetings - Cllr Info.pdf

GovAssist - Quote Builder for councils.pdf

GovMeetings Founding Quote GM-NUO116.pdf

SC5 26-27 DIGNITY AT WORK POLICY

2022-08-Dignity-at-Work-Final.pdf

SC6 26-27 DRAFT TRAINING POLICY

Draft Training Policy.pdf

SC7 26-27 CIVILITY & RESPECT PLEDGE

Civility & Respect.pdf

SC8 26-27 TRAINING FOR TOWN COUNCIL OFFICERS & PICTURE HOUSE TEAM

NEBOSH - Ben Gwilliam.pdf

HBPH Training Matrix.pdf

HRTC Training Matrix.pdf

STAFFING COMMITTEE
held MONDAY 22 JUNE 2026 at
GREENWOOD ROOM, HEBDEN BRIDGE TOWN HALL

PRESENT

Councillors Hedges, Morse, Turner and Woodhead

Minutes Town Clerk - E Green

ABSENT

Councillors Butterick, Harvey & Guilfoyle

MINUTES

26(S)094	<p>1. TO ELECT A CHAIR & DEPUTY CHAIR FOR THE COUNCIL YEAR 2026-27</p> <p>RESOLVED: that Cllr Woodhead be Chair of the Staffing Committee for 2026 - 27.</p> <p>RESOLVED: that Cllr Turner be Deputy Chair of the Staffing Committee for 2026 - 27.</p>
26(S)095	<p>2. TO RECEIVE APOLOGIES & REASONS FOR ABSENCE.</p> <p>Apologies were received from Cllrs Butterick (holiday), Harvey (family commitments) and Guilfoyle (holiday).</p> <p>RESOLVED: To note the apologies and approve the reasons for absence.</p>
26(S)096	<p>3. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.</p> <p>There were no members' interests reported at this meeting.</p>
26(S)097	<p>4. MINUTES OF THE MEETING HELD 22 APRIL 2026</p> <p>It was reported that the National Conference had been booked for the Town Clerk and Deputy Town Clerk.</p>

26(S)098	<p>5. TERMS OF REFERENCE Councillors reviewed the Terms of Reference for this committee.</p> <p>RESOLVED: To recommend adoption of the Terms of Reference as amended.</p>
<i>The Chair reordered the agenda</i>	
26(S)099	<p>9. EXCLUSION OF THE PRESS & PUBLIC Members considered the exclusion of members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 during consideration of items of a confidential nature.</p> <p>RESOLVED: 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 - Agenda Items 6,7 & 8.</p>
<i>The Town Clerk left the room</i>	
26(S)100	<p>6. GRIEVANCE PANEL In accordance with 5.4 of Grievance Panel Terms of Reference, and in response to the recent employer grievance, recommendations were made in respect of better ways of working within council.</p> <p>RESOLVED: To note the information</p>
<i>The Town Clerk returned to the room</i>	
	<p>7. HEBDEN ROYD TOWN COUNCIL STAFFING MATTERS It was reported that future consideration be given to the staffing structure within the Town Council to ensure that it aligns with and is able to deliver the priorities of the council.</p> <p>Appropriate support for staff was discussed.</p> <p>RESOLVED: That consideration be given to the structure of the team and this be reported at future meetings of this committee, as preparations are made for the 27-28 budget.</p> <p>That the Town Clerk take actions as agreed to support staff.</p>
26(S)101	<p>8. HEBDEN BRIDGE PICTURE HOUSE STAFFING MATTERS Members received an update on staffing matters at the Picture House.</p> <p>RESOLVED: To note the information.</p>

Meeting finished at 9pm.

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10/10

WOULD RECOMMEND

Keighley Town Council

Joe Cooney, Town Clerk

Favourite: **meeting packs & documents**

9/10

WOULD RECOMMEND

Dawlish Town Council

Andrew McKenzie, Town Clerk

Favourite: **the agenda builder**

10/10

WOULD RECOMMEND

Killinghall Parish Council

Robert Bareham, Clerk

Favourite: **minutes & AI drafting**

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Microsoft Cloud Partner

Cyber Essentials Plus

CyberSmart

UK-hosted

9.7/10

WOULD RECOMMEND

9.7/10

EASE OF USE

9.7/10

OVERALL SATISFACTION

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· FORMAL QUOTE — GOVASSIST

Quote GA-2026-1280

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Reg. no. — UK

PREPARED FOR

Council name not set
Clerk

ISSUE DATE

25 September 2026
Valid until 25 October 2026

REFERENCE

GA-2026-1280
Quote prepared online

Line items

DESCRIPTION	QTY	UNIT	TOTAL
Pro licences (monthly)	1	£20/user/mo	£20/mo
1 × Pro user · billed monthly			

List price subtotal	£20
Subtotal (ex VAT)	£20 (mixed)
VAT @ 20%	£4

Per - month bill + one-off items £24

Terms

- This quote is valid for 30 days from the issue date.
- All prices exclude VAT, which is charged at the prevailing UK rate (20%).
- Pro licences renew annually unless cancelled in writing 30 days before renewal.
- Plus top-ups are one-off purchases; usage does not expire.
- Onboarding and training are scheduled within 6 weeks of order.
- Council data is UK-hosted, encrypted in transit and at rest, and never used to train AI models.

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Questions before committee?

Email hello@govassist.co.uk or book a 15-min call.

GOVMEETINGS QUOTE

COUNCIL DETAILS

COUNCIL	CLERK
Hebden Royd Town Council	Emma Green
EMAIL	PRECEPT BAND
emma.green@hebdenroydtowncouncil.gov.uk	£500,000 – £999,999

YEAR-BY-YEAR PRICING (EX VAT)

YEAR	WHAT'S INCLUDED	ANNUAL
Year 1	Standard band price · Self-serve (free) · Year 1 support included	£1,895.00
1 year total ex VAT		£1,895.00
VAT (20%)		£379.00
1 year total inc VAT		£2,274.00

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DIGNITY AT WORK POLICY

Hebden Royd Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Hebden Royd Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

[Optional – for Councils who have committed to the pledge] In support of this objective, Hebden Royd Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Hebden Royd Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Hebden Royd Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the staffing committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

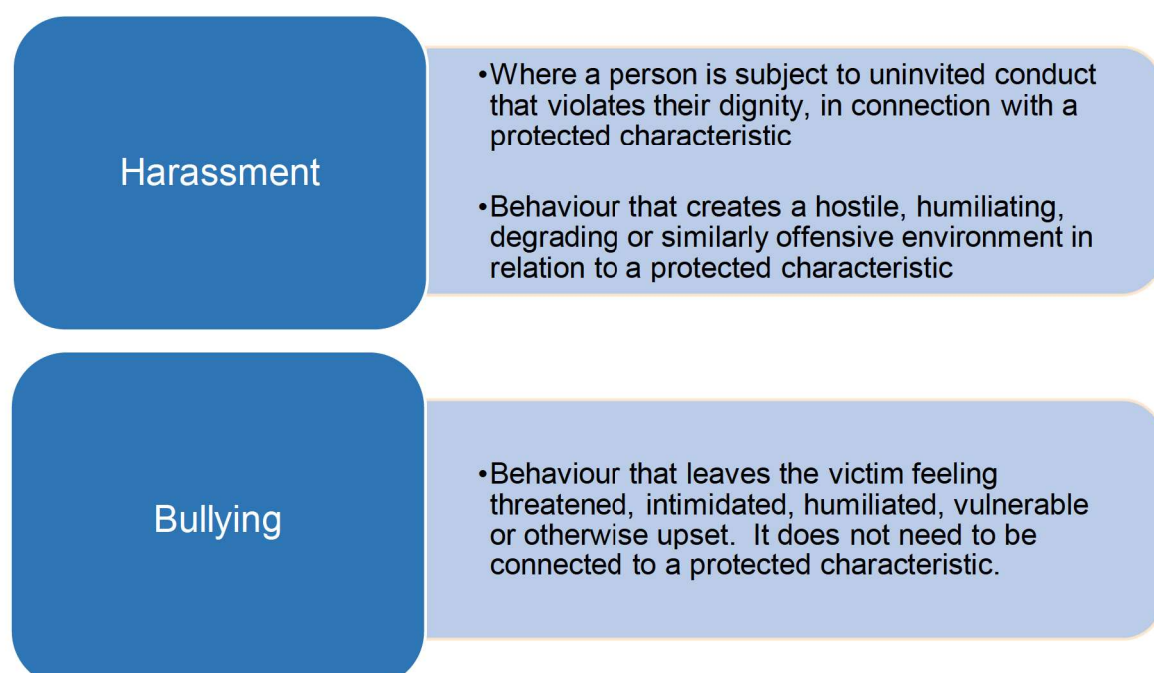
All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Hebden Royd Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example).

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVV Civility and Respect Pledge. Councils that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant person's stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals' dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal.

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged

by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how to deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council

agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.



Staff and Councillor Training and Development Policy

Policy adopted: [Month/Year]

Minute reference: [Insert]

Review date: [Month/Year]

Policy owner: Town Clerk

Approved by: [Full Council / appropriate committee]

1. Purpose

The purpose of this policy is to provide a clear and proportionate framework for identifying, prioritising, delivering and recording training and development opportunities for councillors and employees.

The Council is committed to ensuring that training is relevant to the responsibilities of the individual, supports the Council's priorities and statutory responsibilities, represents appropriate value for money, and enables councillors and staff to develop the knowledge and skills required to undertake their roles effectively.

The policy formalises the Council's existing approach to training and development while providing a basis for identifying future needs.

2. Scope

This policy applies to:

- all elected councillors of Hebden Royd Town Council
- all employees of the Council, whether permanent, temporary or part-time
- volunteers / casual workers / apprentices, where relevant.

The level and nature of training will be proportionate to the individual's role, responsibilities, experience and identified development needs.

The council does not prescribe a fixed number of training hours. Training will be undertaken where there is a clear organisational, professional, legal, operational or developmental need.

3. Principles

The Council's approach to training and development is based on the following principles:

3.1 Relevance

Training should be relevant to the individual's role, responsibilities or identified development needs.

3.2 Proportionality

Training requirements should be proportionate to the size, resources and responsibilities of the Council and to the individual's role.

3.3 Good governance

Training should support councillors and staff to understand and fulfil their respective responsibilities and contribute to effective, lawful and transparent decision-making.

3.4 Compliance

The Council will ensure that appropriate training is undertaken where required by legislation, regulation, health and safety requirements, professional standards or other statutory obligations.

3.5 Continuous development

The Council recognises that training and development is an ongoing process. Legislation, technology, Council responsibilities and good practice change over time, and development opportunities will be identified accordingly.

3.6 Organisational resilience

The Council will seek to develop a resilient workforce by maintaining appropriate levels of knowledge and skills across the staff team and avoiding unnecessary reliance on a single individual for key areas of knowledge.

3.7 Equality, inclusion, civility and respect

Training and development should support a positive, inclusive and respectful working and Council environment. The Council will provide appropriate opportunities to develop understanding of equality, diversity, inclusion, civility, respect and appropriate member/officer relationships.

3.8 Value for money

Training expenditure should represent reasonable value for money and take account of available internal, local, regional and national training opportunities.

4. Training and Development Objectives

The Council's training and development programme aims to:

1. ensure councillors and staff have the knowledge and skills necessary to fulfil their roles effectively.

2. support compliance with relevant legislation, regulation and professional requirements.
 3. support effective financial, administrative and operational management.
 4. support the Council's strategic priorities and agreed programmes of work.
 5. improve organisational resilience and succession planning.
 6. support a positive culture of civility, respect and professional conduct.
 7. ensure that staff have appropriate opportunities for professional development.
 8. support councillors in fulfilling their democratic and governance responsibilities.
 9. enable the Council to respond appropriately to changes in legislation, technology, guidance and community needs. and
 10. identify and address emerging skills and knowledge requirements in a planned rather than solely reactive way.
-

5. Identifying Training and Development Needs

Training and development needs may be identified through a range of sources, including:

- staff induction.
- staff appraisals and regular one-to-one
- councillor induction.
- changes in legislation, regulation or guidance.
- changes to the Council's responsibilities or services.
- changes to systems, technology or equipment.
- new projects, programmes or areas of work.
- identified skills or knowledge gaps.
- health and safety requirements.
- professional or qualification requirements.
- incidents, errors, complaints or identified risks.
- Council priorities and strategic objectives.
- organisational resilience and succession planning.
- requests from individual councillors or employees.
- recommendations from professional bodies or sector organisations.

- training opportunities offered by recognised organisations such as YLCA, SLCC and NALC. and
- other relevant external or internal sources.

The Council will seek to anticipate future training needs where practical, rather than relying solely on training being requested when a need has already arisen.

6. Training Priorities

Training needs will be considered according to the following broad priorities.

Priority 1 – Essential

Training required to:

- meet legal or statutory requirements.
- meet health and safety requirements.
- maintain essential competence.
- undertake a specific statutory or professional responsibility.
- safely operate equipment or undertake particular activities. or
- address an immediate and significant organisational risk.

Priority 2 – Organisational

Training which:

- supports Council priorities.
- improves governance or service delivery.
- addresses an identified skills or knowledge gap.
- supports organisational resilience.
- responds to significant changes in legislation, technology or Council responsibilities. or
- supports the effective delivery of new projects or services.

Priority 3 – Professional Development

Training which develops existing skills, supports professional qualifications or contributes to the individual's continuing professional development and has a clear benefit to the Council.

Priority 4 – Personal Development

Training which is primarily of personal interest to an individual and has limited direct relevance to their Council role.

Requests within this category may be supported where appropriate and where resources permit but will normally receive a lower priority than training required for operational, statutory or organisational purposes.

7. Councillor Training and Development

7.1 Councillor induction

All newly elected councillors will be provided with an induction to the Council.

The induction will normally include information on:

- the role and responsibilities of a town councillor.
- the role and responsibilities of the Town Council.
- the respective roles of councillors, the Chair and officers.
- the Council's governance and decision-making arrangements.
- meetings and committee structures.
- the Code of Conduct.
- declarations of interest.
- financial responsibilities and controls.
- relevant Council policies and procedures.
- communications and social media.
- equality, diversity and inclusion. and
- civility, respect and appropriate member/officer relationships.

The induction programme will be reviewed periodically to reflect changes in legislation, guidance and Council practice.

7.2 Councillor development

The Council will encourage councillors to undertake appropriate development during their term of office.

Core development opportunities may include:

- Code of Conduct and standards.
- Council governance and decision-making.

- finance and audit.
- planning.
- chairing and effective meetings.
- roles and responsibilities of councillors and officers.
- equality, diversity and inclusion.
- civility and respect.
- member/officer relationships.
- communications and social media.
- accessibility.
- safeguarding. and
- other subjects identified as relevant to the Council.

Training opportunities identified by the Council, YLCA, NALC, SLCC, the principal authority or other appropriate organisations, will be circulated to councillors where relevant.

8. Staff Training and Development

8.1 Induction

New employees will receive an appropriate induction covering matters relevant to their role.

This will normally include:

- the Council and its structure.
- the employee's role and responsibilities.
- relevant policies and procedures.
- health and safety.
- data protection and information security.
- equality, diversity and inclusion.
- safeguarding, where relevant.
- employment arrangements. and
- any role-specific training requirements.

8.2 Role-specific training

Employees will receive training appropriate to their individual responsibilities.

Examples may include:

- operational and equipment training.
- event management.
- communications and digital skills.
- accessibility.
- finance and audit.
- data protection.
- project management.
- health and safety.
- environmental management. and
- other specialist areas relevant to individual roles.

Where a role changes significantly, the Council will consider whether additional training is required.

8.3 Mandatory and essential training

Where training is necessary to meet legal, health and safety, professional or operational requirements, the Council will ensure that appropriate training is undertaken and renewed where required.

This may include, but is not limited to:

- first aid.
- health and safety.
- data protection/GDPR.
- safeguarding.
- equipment and operational safety. and
- other training identified as essential for a particular role.

8.4 Professional qualifications and continuing professional development

The Council recognises the value of relevant professional qualifications and continuing professional development. It is important that the Clerk holds the Certificate in Local Council Administration. Where this is not held, it is expected that the Clerk will start the course within two years of employment. All administrative staff will be encouraged to undertake ILCA within their first year of employment.

The Council will consider the needs of the organisation as well as the individual's professional development when agreeing support for qualifications.

9. Organisational Resilience and Knowledge Sharing

Given the size of the Council's staff team, the Council recognises the importance of maintaining organisational resilience and ensuring that key knowledge is not unnecessarily concentrated in one individual.

Where appropriate, employees will be encouraged to share relevant learning with colleagues and develop an understanding of areas of work outside their immediate responsibilities.

Training and development may therefore be used to:

- build resilience in key functions.
- provide appropriate cover for essential responsibilities.
- support succession planning.
- reduce single points of failure.
- improve understanding between different areas of the Council. and
- support career and role development within the staff team.

10. Civility, Respect and Professional Conduct

The Council recognises the importance of maintaining a culture in which councillors and employees are treated with civility, dignity and respect.

Training and development will be used, where appropriate, to support:

- understanding of the Code of Conduct.
- respectful communication.
- appropriate member/officer relationships.
- conflict management and resolution.
- equality and inclusion.
- professional boundaries.
- effective meetings. and
- the principles of the national Civility and Respect initiative.

Civility and Respect training may form part of the Council's core councillor development programme and may also be offered to staff where appropriate.

Training in this area is intended to support a positive Council culture and should not be regarded solely as remedial action in response to individual incidents.

11. Training Providers

The Council will seek to use appropriate and reputable training providers.

These may include:

- Yorkshire Local Councils Associations (YLCA).
- Society of Local Council Clerks (SLCC).
- National Association of Local Councils (NALC).
- Calderdale Council and other public-sector bodies.
- recognised professional organisations.
- specialist training providers.
- online training providers. and
- appropriately qualified internal trainers or colleagues.

The Council will consider the suitability, quality, cost and accessibility of training when selecting providers.

12. Funding

Training and development expenditure will be subject to the Council's approved budget and relevant financial regulations and delegation arrangements.

The Council will seek to balance the need for appropriate development with the responsible use of public funds.

Where appropriate, priority will be given to:

1. essential statutory, legal and health and safety requirements.
2. training required to deliver Council services and priorities.
3. training which addresses identified organisational risks or skills gaps.
4. relevant professional development. and
5. other development opportunities where resources permit.

Support for professional qualifications will be considered on a case-by-case basis.

In addition, we encourage employees to undertake external training courses where the period of training may further their career with us. Financial assistance may be provided where the Staffing Committee believes that the performance of the Council will benefit. Where it is provided, this will be subject to a training agreement which requires repayment

by the employee to the Council of the cost of the training on a sliding scale in the event of the termination of employment.

The Council will pay the annual subscription to the Society of Local Council Clerks (SLCC) and Yorkshire Local Councils Association (YLCA) to enable staff and Councillors to take advantage of training courses and conferences arranged by those associations.

13. Recording Training and Development

The Clerk will maintain an appropriate central record of training undertaken by councillors and staff.

The record will normally include:

- name of individual.
- date of training.
- subject.
- provider.
- whether the training was mandatory, organisational or developmental.
- qualification achieved, where applicable. and
- renewal date, where applicable.

Training records will be maintained in accordance with the Council's data protection requirements.

14. Evaluation and Sharing of Learning

The Council recognises that the value of training is not solely measured by attendance.

Where appropriate, individuals may be asked to consider:

- whether the training met the identified need.
- what was learned.
- whether any further action is required. and
- whether relevant learning should be shared with colleagues or councillors.

Formal evaluation will be proportionate to the cost, importance and nature of the training.

Routine attendance at short webinars or briefings will not normally require a formal evaluation.

Where significant training has taken place, the Clerk or relevant officer may share key learning with the wider staff team or relevant committee/councillors.

15. Annual Training and Development Planning

The Council will undertake an annual review of training and development needs.

Staff

Training needs will normally be considered as part of annual staff appraisals/reviews and through ongoing management discussions.

The Clerk will maintain an annual Staff Training and Development Plan identifying significant planned training and development requirements.

Councillors

The Clerk, in consultation with the Chair and/or appropriate committee, will review councillor development needs annually.

16. Responsibilities

Full Council

Full Council is responsible for:

- approving this policy.
- approving relevant training budgets.
- supporting a culture of appropriate development. and
- undertaking training relevant to its responsibilities.

Chair of the Council

The Chair will support the development of councillors and may work with the Clerk to identify appropriate member development opportunities.

Town Clerk

The Town Clerk is responsible for:

- implementing this policy.
- identifying and coordinating staff training needs.
- maintaining the Council's training records.
- advising councillors and staff of relevant training opportunities.
- ensuring essential training is undertaken where required.
- maintaining the annual staff training and development plan.

- monitoring training expenditure within delegated authority. and
- reporting significant training and development matters to the Council where appropriate.

Employees

Employees are responsible for:

- participating in relevant training.
- identifying their own development needs.
- applying learning appropriately in their work.
- maintaining any required professional qualifications or certification. and
- sharing relevant learning with colleagues where appropriate.

Councillors

Councillors are responsible for:

- participating in induction.
- undertaking training required or recommended for their responsibilities.
- keeping their knowledge current.
- identifying relevant development needs. and
- applying the knowledge gained to their role as a councillor.

18. Review of the Policy

This policy will be reviewed every two or earlier where significant changes in legislation, sector guidance, Council responsibilities or organisational circumstances require it.

Next review date: [Month/Year]

Civility and Respect Pledge suggested agenda item — to pass a resolution to sign up to the Civility and Respect Pledge

Definition of civility and respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW) believe now is the time to prioritise civility and respect and start a culture change in the local council sector.

By signing the Civility and Respect Pledge, our council demonstrates its commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles.

Signing up is a straightforward and uncomplicated process, which only requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Purpose of the Report

To outline the benefits and costs of the Technical and Facilities Manager at Hebden Bridge Picture House undertaking a National Examination Board in Occupational Safety and Health (NEBOSH) qualification.

Recommendation

That the Staffing Committee approves expenditure of £645 from the HRTC Staffing Committee Budget to enable the Technical and Facilities Manager to undertake the NEBOSH General Certificate delivered by the British Safety Council.

Background

The Technical and Facilities Manager is responsible for all health and safety matters relating to staff, contractors, visitors and the building at Hebden Bridge Picture House. The role also provides oversight of health and safety arrangements across Hebden Royd Town Council.

Responsibilities include maintaining health and safety documentation, undertaking and reviewing risk assessments, coordinating staff training, carrying out inspections, and ensuring compliance with relevant health and safety legislation.

Undertaking the NEBOSH qualification will provide the Council with the following benefits:

- Enhanced legal compliance by strengthening knowledge and application of health and safety legislation and best practice
- Improved risk management through the identification, assessment and control of workplace hazards, reducing the likelihood of incidents and associated costs.
- Support for statutory duties by helping the Council demonstrate that it is taking reasonable steps to protect employees, contractors, volunteers and members of the public.
- Support for recognised management systems, including ISO 45001, through increased internal expertise and understanding of occupational health and safety management principles.
- Stronger organisational resilience through improved incident prevention, investigation and continual improvement processes.
- Enhanced legal defence and due diligence, with formal training demonstrating the Council's commitment to maintaining competent health and safety management arrangements.

Information

	Cost
NEBOSH Online Course	£395
Examination Fee	£250
Total Cost	£645

The qualification is completed over approximately six months and requires around 4-5 hours of study per week. The written examination is taken at an approved examination centre and the practical assessment is undertaken on site.

HBPH Training Matrix

Name	First Aid	Evacuation Training	LODTQIA+ Awareness	Manual Handling Awareness	Working at Heights	COSHH	Health and Safety awareness	Violence and aggression awareness	Fire safety and extinguisher use	City & Guilds 7732 Electrical Inspection	Understanding GDPR	Safe Isolation and Minor Electrical works	How to Prevent sexual Harrassment	Legionella Awareness	Health & Safety Responsibility	IOSH
Lucy ADDY	11.12.2025	23.11.2025		assigned	assigned		assigned	assigned	assigned							
Pete BERRISFORD	22.11.2024	23.11.2025		assigned	assigned		assigned	assigned	assigned							
Christie BINGLEY		23.11.2025		assigned	assigned		assigned	assigned	assigned							
Sue BLADON	22.11.2024	23.11.2025		22.06.2026	22.06.2026		13.05.2026	22.06.2026	14.05.2026							
Michael BRYANT	12.06.2024	23.11.2025		20.05.2026	30.05.2026		23.05.2026	30.05.2026	23.05.2026							
Clair BUSH	03.01.2023	23.11.2025		assigned	assigned		assigned	assigned	assigned							
Georgia COOK	n/a	23.11.2025		assigned	assigned		assigned	assigned	assigned							
Simon CULFAN				assigned	19.07.2023		assigned	assigned	assigned							
Sam GREENWOOD	26.11.2024	23.11.2025		assigned	06.03.2020		assigned	assigned	assigned							
Ben GWILLIAM	22.11.2024	23.11.2025		01.08.2026	25.05.2026	27.01.2025	25.07.2025	25.05.2026	25.07.2025	21.06.2021	19.10.2025	24.03.2023	17.10.2025	24.05.2026	24.01.2025	31.07.2025
Maria KALOGA	23.11.2024	23.11.2025		18.06.2026	18.06.2026		15.06.2026	16.06.2026	19.06.2026							
Val LATHAM		23.11.2025		assigned	assigned		assigned	assigned	assigned							
Catherine LENNOX	26.11.2024	23.11.2025		assigned	assigned		assigned	assigned	assigned							
Jenny LONGWORTH	26.11.2026	23.11.2025		18.06.2026	18.06.2026		14.06.2026	18.06.2026	14.05.2026							
Isaac MILLS	22.11.2024	23.11.2025		assigned	assigned		assigned	assigned	assigned							
Lorraine MITCHELL	26.11.2026	23.11.2025		14.06.2026	14.06.2026		13.05.2026	11.06.2026	11.06.2026							
Lina MURDOCH				assigned	assigned		assigned	assigned	assigned							
Meq OXFORD	11.12.2025	23.11.2025		assigned	assigned		assigned	assigned	assigned							
Dominic VINCE	18.04.2023	23.11.2025		15.06.2026	assigned		13.05.2026	15.06.2026	13.05.2026							
Sophie WALKER	28.06.2025	23.11.2025		06.06.2026	06.06.2026		06.06.2026	06.06.2026	06.06.2026							

HRTC Officer Training Matrix

Name	GDPR & DP 1	GDPR & DP 2	GDPR & DP 3	First Aid	ILCA	SILCA	FILCA	PLCA	LGBTQIA+ Awareness	IOSH	Prince2	Local Climate Engagement	Coronavirus Basic Awareness	National Conference	Practitioners Conference	YLCA Internal Controls	YLCA Procurement Act	YLCA TMS Allocations	YLCA TC Publish on Website	YLCA Creating and Maintaining Ponds	YLCA Allocation Agreements	YLCA A/ Training	YLCA Training Day	YLCA Biodiversity Challenge	YLCA Year End Audit	YLCA Introduction to VAT
Emmy ANDREWS				13/11/2024					19/11/2025																	
Rosaleen COX	03/02/2026	09/02/2026		13/11/2024					19/11/2025																	
Emma GREEN	03/02/2026	09/02/2026		13/11/2024	2011	14/01/2019	13/12/2022		19/11/2025	23/09/2023	09/06/2022	July 2022	10/10/2020	14/10/2025	29/01/2026	02/04/2026	22/04/2025						30/09/2026			
Laura MURPHY				13/11/2024					19/11/2025										04/11/2025		31/03/2026	04/03/2026	30/07/2026		21/09/2026	27/03/2025
Gareth MUIR									19/11/2025																	
Bridget MCCORMACK	13/04/2026	02/04/2026							19/11/2025																	

Councillor Training Matrix

Name	Whole Council Training	Chairing Skills Pt 1	Chairing Skills Pt 2	YLCA Off to a Flying start Pt 1	YLCA Off to a Flying start Pt 2	YLCA Code of Conduct	YLCA Whole Council Training
Cllr Rebecca Boden	06/03/2026						
Cllr Sam Boden	06/03/2026						
Cllr Scott Bonhams	06/03/2026						
Cllr Keith Bullock	05/03/2025	08/04/2025	16/04/2025				
Cllr Anna Callinich	05/03/2025						
Cllr Pat Fraser	05/03/2025						
Cllr Peter Gaulty	05/03/2025	24/10/2025	24/10/2025				
Cllr Nick Harvey	05/03/2025						
Cllr Rosemary Jenkins	05/03/2025						
Cllr David Jones	05/03/2025						
Cllr Jane Jones	05/03/2025						
Cllr Kait Macdonald	05/03/2025			07/05/2026	14/05/2026		
Cllr Hugh Martin	05/03/2025						
Cllr Richard O'Sullivan				02/09/2026	08/09/2026		17/09/2026
Cllr David Patten							
Cllr Scott Tinsell							
Cllr Alan Turner	05/03/2025						
Cllr Steve Woodhead	05/03/2025					03/09/2025	