Hebden Royd Town Council — AGENDA

Staffing Committee — Wednesday, 11 November 2026

Issued: Thursday, 5 November 2026

Dear All,

Notice is hereby given of a public meeting of the **Staffing Committee** to be held at **6:30 PM** on **Wednesday, 11 November 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
Town 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 19 OCTOBER 2026

Matters arising from the meeting of the Staffing Committee meeting held on 19 October 2026, not itemised on this agenda

SC4 26-27 EXCLUSION OF THE PRESS AND PUBLIC

To RESOLVE that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the meeting for items 5, 7 & 8 by reason of the confidential nature of the business to be transacted.

SC5 26-27 STAFFING MATTERS REQUIRING ACTION *(Exempt)*

To consider staffing matters and decide on actions as appropriate
a. Capacity & Roles
b. Whats on Hebden Bridge
c. Event Delivery
d. CiLCA Mentoring

e. Training Update

SC6 26-27 REFORMS TO LAWS ON PREVENTING SEXUAL HARASSMENT

To consider the Town Councils responsibilities in regard to reforms in the law on the prevention of sexual harassment, guidance materials from Peninsula, and to decide on actions as appropriate.

SC7 26-27 MOTION REGARDING CORRESPONDENCE WITH THE CLERK *(Exempt)*

In accordance with 26(SC)316, to consider the motion as presented by Cllr Borrows at Full Council on 3 August 2026 and to determine any action required by the Staffing Committee.

SC8 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 19 OCTOBER 2026

DRAFT Staffing Committee 19.10.26.pdf

Staffing Committee — Monday, 19 October 2026
Published: Tuesday, 20 October 2026

Attendance

Present: Councillors Woodhead - Hebden Royd Town Council (Chair), Guilfoyle, Harvey, Hedges, Morse, Turner

Apologies: Councillor Butterick

Also present: Emma Green — Town Clerk & RFO

26(S)306 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE.

Apologies for absence were received from Butterick.

26(S)307 TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.

No declarations of interest were received.

26(S)308 MINUTES OF THE MEETING HELD 22 JUNE 2026

The minutes of the Staffing Committee meeting held on 22 June 2026 were received. It was **RESOLVED** to approve the minutes as a correct record.

26(S)309 EFFICIENT SYSTEMS & SUPPORTING COMPLIANCE

The Council received a presentation from CloudyIT on the GovMeetings and GovAssist systems. The efficiency and compliance benefits of both systems were considered alongside the quoted costs.

It was **RESOLVED** to recommend approval of a two-year contract with GovMeetings (year one: £947.50; year two: £1,895.00), inclusive of a 90-day exit window, together with a monthly subscription to GovAssist at £20 per month.

26(S)310 DIGNITY AT WORK POLICY

The draft Dignity at Work Policy was considered by the Council. It was **NOTED** that the Policy sets out the Council's commitment to maintaining a positive and respectful working environment free from bullying, harassment, and discrimination.

It was **RESOLVED** to recommend that Full Council adopt the Dignity at Work Policy following amendments as discussed.

26(S)311 DRAFT TRAINING POLICY

The draft Training Policy was received and considered by the Council.

It was **RESOLVED** to recommend that Full Council adopt the Training Policy, subject to the amendments discussed.

26(S)312 CIVILITY & RESPECT PLEDGE

The draft Civility & Respect Pledge was considered. The Pledge, as promoted by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC), affirms the Council's commitment to positive and respectful working relationships between councillors, staff, and the public.

It was **RESOLVED** to recommend that Full Council sign up to the Civility & Respect Pledge.

26(S)313 TRAINING FOR TOWN COUNCIL OFFICERS & PICTURE HOUSE TEAM

The training request and training matrix were considered by the Council.
It was **RESOLVED** to approve that the Technical and Facilities Manager undertake the National Examination Board in Occupational Safety and Health (NEBOSH) General Certificate at a cost of £645, to be allocated to the Hebden Royd Town Council (HRTC) training budget.

It was **NOTED** that a number of outstanding Health and Safety courses are required to be completed by some members of the Picture House team.

26(S)314 EXCLUSION OF PUBLIC AND PRESS

Following consideration, it was **RESOLVED** that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), members of the press and public be excluded from the remainder of the Council's business by reason of the confidential nature of the business to be transacted

It was **RESOLVED** that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), members of the press and public be excluded from the remainder of the Council's business by reason of the confidential nature of the business to be transacted.

26(s) 315 STAFFING MATTERS REQUIRING ACTION

The Clerk advised on Staffing Matters
The information was noted

The Town Clerk left the meeting

26(S)316 MOTION REGARDING CORRESPONDANCE WITH THE CLERK

The members of the committee gave details consideration to the motion in accordance with 26(FC)187, as presented by Cllr Borrows at Full Council on 3 August 2026.

The Town Clerk returned to the room

A motion considered to suspend standing orders, the time allocated for the meeting having been exceeded.
It was **RESOLVED** To suspend standing orders to allow consideration of the item.

Following further discussion

It was **RESOLVED** that a formal response to the motion could not be given at this time. Further information is required, including clarification from the Monitoring Officer on the reasons for the motion as presented. The motion will be considered at a future meeting of the Staffing Committee.

26(S)317 BUDGET SETTING 27-28

This item was not considered

ITEM DEFFERED to a future meeting of the Staffing Committee