Hebden Royd Town Council — AGENDA

Staffing Committee — Tuesday, 24 November 2026

Issued: Thursday, 19 November 2026

Dear All,

Notice is hereby given of a public meeting of the **Staffing Committee** to be held at **7:00 PM** on **Tuesday, 24 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 11 NOVEMBER 2026

Matters arising from the meeting of the Staffing Committee meeting held on 11 November 2026, not itemised on this agenda

SC4 26-27 EXCLUSION OF THE PUBLIC & 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.

SC5 26-27 MOTION REGARDING CORRESPONDENCE WITH THE CLERK *(Exempt)*

In accordance with 26(FC)187, 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.

SC6 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 11 NOVEMBER 2026

Staffing Committee-Minutes 11.11.26.pdf

Hebden Royd Town Council — MINUTES

Staffing Committee — Wednesday, 11 November 2026

Held at the Greenwood Room from 6:30pm

Published: Wednesday, 18 November 2026

Attendance

Present: Cllr S Woodhead - Hebden Royd Town Council (Chair), Cllr N Harvey, Cllr Alex Turner - Hebden Royd Town Council, Cllr R Hedges, Cllr K Butterick

Apologies: Cllr Patsi Guilfoyle – Hebden Royd Town Council, Cllr H Morse

Also present: Emma Green — Town Clerk & RFO

Min. 369 — SC1 26-27 TO RECEIVE APOLOGIES & REASONS FOR ABSENCE.

Apologies for absence were received from Cllr Guilfoyle (illness) and Cllr Morse (work commitments).

RESOLVED: to note the apologies and approve the reasons for absence.

Min. 370 — SC2 26-27 TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.

No declarations of disclosable pecuniary or other registrable interests were made in respect of any item on the agenda.

Min. 371 — SC3 26-27 MINUTES OF THE MEETING HELD 19 OCTOBER 2026

The minutes of the Staffing Committee meeting held on 19 October 2026 were received.

RESOLVED: that the minutes be approved as a correct record. It was **NOTED** that the polices and pledges had been adopted by Full Council as recommended by the committee.

Min. 372 — SC4 26-27 EXCLUSION OF THE PRESS AND PUBLIC

The committee considered the exclusion of the press and public.

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

Min. 373 — SC5 26-27 STAFFING MATTERS REQUIRING ACTION

In respect of a-c:

The committee considered a report concerning the team structure at the Town Council.

RESOLVED: that further information, including proposed timescales and detailed costings be brought to the next meeting.

In respect of d:

RESOLVED: to approve the request.

In respect of e:

RESOLVED: to take appropriate action to ensure training is up to date.

Min. 374 — SC6 26-27 REFORMS TO LAWS ON PREVENTING SEXUAL HARASSMENT

The committee noted the change to legislation and considered its responsibilities.

RESOLVED: to recommend that the draft policy be adopted at the next meeting of the Full Council. The clerk will put in place appropriate risk assessments and organise training for both staff and councillors. The clerk will report on actions undertaken at the next meeting of the Staffing Committee.

Min. 375 — SC7 26-27 MOTION REGARDING CORRESPONDENCE WITH THE CLERK

The clerk left the room whilst the item was considered.

The chair updated the committee on his request to the Monitoring Officer, and that clarity was required on the reasons for the motions being presented.

RESOLVED: That no decision could be made whilst relevant information is outstanding. Once the information is available, the meeting will reconvene to consider the motion.

The clerk returned to the room.

Min. 376 — SC8 26-27 BUDGET SETTING 2027-28

The staffing budgets were considered by the committee.

RESOLVED: to approve the salaries budgets for Hebden Royd Town Council and Hebden Bridge Picture House in line with contracted pay and the Real Living Wage.

The meeting closed at 20:08.

Signed: _____

Signed as a true and correct record

Date: _____