

HOLME VALLEY PARISH COUNCIL

STAFFING STANDING COMMITTEE MEETING

MONDAY 13 APRIL at 19:00 HRS

In the EXHIBITION ROOM, THE CIVIC, HOLMFIRTH, HD9 3AS

PRESENT: Cllr Baylin (in the Chair), Cllr Blacka, Cllr Holmes, Cllr Kirkby

APOLOGIES AND REASONS APPROVED: Cllr Colling (dispensation in place), Cllr Morgan, Cllr Wilson

OFFICER TAKING MINUTES: Jen McIntosh CLERK

DRAFT MINUTES

Public question time.

No members of the public were present to speak to Members.

2627 01 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The meeting was being recorded and would subsequently be published on the **HOLME VALLEY PARISH COUNCIL**'s *YouTube* channel.

There were no requests for other recordings to be made.

2627 02 Apologies for absence.

APPROVED: apologies and reasons for absence from Cllr Colling, Cllr Morgan and Cllr Wilson.

2627 03 Items on the agenda to be discussed in private session

RESOLVED: to hear items 2627 11 appraisal and 2627 16 Other Staffing Matters in private session due to confidentiality of staffing information.

2627 04 Responsibilities to maintain confidentiality

Cllr Baylin reported that this item was relevant to all members, both those present and those absent. By its nature the Staffing Committee routinely deals with more sensitive items than the other committees.

The Clerk Team had brought to the attention of the Committee that the existence of particular confidential items shared with the Committee at the Extraordinary Staffing Committee meeting on 5 January 2026 had been disclosed to person(s) outside of the Committee. The particulars would be shared in confidential session as part of the item 2627 16.

The purpose of this item was to stress from the outset of this meeting that any and all written information shared in confidence/private session must remain confidential as should the details of the proceedings and the conversations held in private session.

2627 05 Members' personal and disclosable pecuniary interests in items on the agenda.

There were no personal and disclosable pecuniary interests in items on the agenda declared.

HOLME VALLEY PARISH COUNCIL

2627 06 Officers' interests in items on the agenda.

RECEIVED: The Clerk declared interests in items 2627 09 Staffing and Staff Training Budgets 2025/6 and 2026/7; 2627 10 Staff Pay Awards; 2627 11 Appraisal/Supervision 2025-6 and 2627 16 Other Staffing Matters.

The Clerk expected to be present to report on some matters for these items but would leave the room whenever discussion of matters made it appropriate to do so.

2627 07 Receipt of Revised Declarations of Pecuniary Interest

NOTED: revised declaration of pecuniary and other interests received from Cllr Lawrence Baylin.

NOTED: revised declaration of pecuniary and other interests received from the Clerk.

An **ACTION** for the Clerk was to share Cllr Baylin's DPI with Full Council and with the Kirklees Monitoring Officer and to appropriately redact Cllr Baylin's DPI and arrange for it to be shared via the HVPC website with the unredacted original being kept on file at the HVPC office and available for public viewing.

A further **ACTION** for the Clerk was to share their updated DPI with Full Council.

2627 08 Minutes for the Extraordinary Staffing Committee meeting on Monday 5 January 2026, numbered 2526 35 to 2526 42.

NOTED: the Minutes of the STAFFING COMMITTEE EXTRAORDINARY MEETING held on Monday 5 January 2026, numbered 2526 35 to 2526 42, **approved** at the MEETING of FULL COUNCIL Monday 2 February 2026.

Clerk reported that Minute 2526 28 Other Staffing Matters from the meeting on 3 November 2025 had been amended and were ready for sign off at the end of the meeting.

Clerk further reported that the learning points from Minute 2526 42 Update regarding complaint had been shared at Full Council on 2 February 2026 as intended.

Cllr Kirkby reported that the use of AI would be addressed in item 2627 15 Workflow Report.

There were no further actions arising from the minutes of previous meetings of the STAFFING COMMITTEE.

2627 09 Staffing and Staff Training budgets 2025/6 and 2026/7

Referring to information provided by the Deputy Clerk/RFO the Clerk reported that £96,108 was committed to the Salaries Budget for 2025-6 with an outturn at year end of £99,519.42. This was £3,411.42 over-budget. As had been previously reported the overspend was due to a miscalculation of uplifts when the original budget was set.

The 2025-6 Staff Training Budget of £2,300 had an outturn of £1,302.80 with £997.20 remaining.

The 2026-07 salaries budget was £104,316 based to take account of a predicted annual uplift for all 3 staff members based on a national annual pay award (not yet resolved) and also taking into account the possible awarding of an incremental point for one team member not yet at the top of

HOLME VALLEY PARISH COUNCIL

their salary scale.

Unfortunately, the HVPC pensions provider incorrectly advised that the employer pension rate would be frozen at 12.2% of salary. On the 1 April 2026 the Parish Council was informed that the employer pension rate would be 14.9% of salary, leading to a variance of £2,816.53.

The Deputy Clerk/RFO advised through the Clerk that any shortfall in the 2026/7 staffing budget be met by drawing upon General Reserves at the appropriate time.

The Staff Training Budget 2026-07 is £2,300.

NOTED: report on the Staffing Budget 2026-7 and Staff Training Budget 2026-07 as presented.

RESOLVED: to recommend to FULL COUNCIL that any shortfall with regards to the staffing budget 2026-7 be met from General Reserves at the appropriate time.

The Clerk suggested that item 2627 11 Appraisal/Supervision 2025-26 be heard before 2627 10 2026 Staff Pay Awards and the COMMITTEE consented to do this.

2627 11 Appraisal/supervision 2025-26

The item was heard initially in private session.

NOTED: that the Deputy Clerk/RFO had successfully completed the appraisal process for 2025-6.

NOTED: that the Assistant Clerk had successfully completed the appraisal process for 2025-6.

For public session it was reported that the Clerk's appraisal had been completed and that the outcome for 2025-6 would be shared at the next STAFFING COMMITTEE meeting on 20 July 2026.

The STAFFING COMMITTEE wished to thank all councillors who had submitted feedback with regards to the clerk team's appraisals as this was seen to be most valued feedback.

Members of the clerk team were thanked for their work, particularly given the difficult context in which they sometimes had to operate.

2627 10 2026 Staff Pay Awards

The Clerk reported that pay awards for the clerking team fell into three categories:

- a. Incremental annual pay awards – awarded from 1 April each year subject to satisfactory performance reviews (appraisal) and allocated pay ranges for each member of the team. All 3 appraisals were concluded prior to the meeting.
- b. National pay awards – the HVPC utilises the National Joint Council for Local Government Services (NJC) Pay Spine. A national pay award for 1 April 2026 was yet to be confirmed.
- c. Additional points could be awarded in line with contracts for specific performance matters such as gaining additional recognised qualifications.

NOTED: Update from the Clerk regarding the 2026 National Pay Award.

HOLME VALLEY PARISH COUNCIL

RESOLVED: that once settled, the National Pay Award should be applied to the pay of each member of the clerk team from the next appropriate pay point and backdated to 1 April 2026.

RESOLVED: following the conclusion of a successful appraisal, to approve the awarding of an incremental point for the Assistant Clerk, backdated to 1 April 2026.

2627 12 Complaints Procedure - review

A revised draft *Complaints Procedure* had been circulated prior to the meeting.

The Clerk directed the attention of members to the step-by-step processes, checklist and flowcharts, all included to make the application of the revised procedure easier.

It was suggested that section 10 unreasonable or vexatious complaints needed strengthening.

An **ACTION** for the Clerk, Staff Performance and Development Lead and Vice Chair of the STAFFING COMMITTEE was to further amend the draft procedure and circulate this amongst STAFFING COMMITTEE members before presenting to the ANNUAL COUNCIL meeting on 18 May 2026.

A further **ACTION** for the Clerk was to keep a log of informal complaints made to be shared periodically with FULL COUNCIL.

TO CONSIDER: recommending the revised *Complaints Procedure* as presented to Annual Council on 18 May 2026 for approval.

2627 13 Disciplinary Policy - review

A revised draft *Disciplinary Policy* based on the NALC Model Policy published on 8 December 2025 had been circulated prior to the meeting.

RESOLVED: to recommend the revised *Disciplinary Policy* to Annual Council on 18 May 2026 for approval.

An **ACTION** for the Clerk was to clarify an ambiguous ground for appeal set out on page 12 of the policy and make any necessary amendment.

A further **ACTION** for the Clerk was to check that the provisions of the policy were consistent with the clerk team employment contracts.

2627 14 Grievance Policy - review

A revised draft *Grievance Policy* based on the NALC Model Policy published 9 August 2024 had been circulated prior to the meeting.

RESOLVED: to recommend the revised *Grievance Policy* as presented to Annual Council on 18 May 2026 for approval.

2627 15 Workflow Report

The Workflow Preliminary Report drawn up by the Assistant Clerk in consultation with Cllr Glenn Kirkby was circulated prior to the meeting.

HOLME VALLEY PARISH COUNCIL

This has been shared with the Clerk Team who had agreed to put to one side the review of key elements of financial administration. First priorities were to establish a shared calendar for the clerk team, make better use of Microsoft 365, establish a recording facility on the office phone and investigate improved video recording.

The STAFFING COMMITTEE wished its thanks to be passed to the Assistant Clerk for her work in this area. The COMMITTEE looked forward to receiving future reports.

An **ACTION** for the Clerk was to thank the Assistant Clerk for their work on this matter.

A further **ACTION** for the Clerk was to include Workflow in future STAFFING COMMITTEE agendas as a standing item.

NOTED: the Workflow Report as presented.

2627 16 Other staffing matters

This item was heard in private session and, as established in item 2627 04, any and all written information shared would remain confidential as would the details of the proceedings and the conversations held in private session.

Standing Orders were suspended at 9pm so that the remaining business on the agenda could be completed.

In public session the Chair stated that:

- The STAFFING COMMITTEE had conducted a thorough discussion regarding the consequences of the Extraordinary Staffing Committee meeting of 5 January 2026.
- The importance of maintaining the confidentiality of items heard in private session was essential, both in terms of any and all written information shared and also the details of the proceedings and the conversations held. This was necessary to uphold the Code of Conduct and to maintain the trust and confidence of staff.
- A breach of confidentiality had occurred following the Extraordinary Meeting.
- On behalf of the STAFFING COMMITTEE the Chair apologised to the Clerk for the breach of confidentiality and for the distress and concern that this had occasioned.

RESOLVED: Cllr Baylin as Chair of the meeting to write to all members of the STAFFING COMMITTEE to seek further information with reference to the breach of confidentiality that had occurred after the Extraordinary Staffing Committee meeting of 5 January 2026.

2627 17 Training received by Officers

NOTED: training received by Officers since the STAFFING COMMITTEE MEETING on 3 November 2025.

APPROVED: in principle, upcoming training arising from the appraisal process as presented for each member of the clerk team.

HOLME VALLEY PARISH COUNCIL

The meeting closed at 9.10pm.