

To Members of the Staffing Committee

You are hereby summoned to attend a meeting of the **STAFFING STANDING COMMITTEE** of **HOLME VALLEY PARISH COUNCIL** to be held on **MONDAY 3 NOVEMBER 2025 at 19:00 HRS**, in the **EXHIBITION ROOM, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**, for the transaction of the following business.

**- AGENDA – (A)**

**Public question time. 7.00pm**

Prior to the commencement of the business session of the Committee, there will be an open session lasting 15 minutes, for members of the public to speak to Members.

**2526 17 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014 7.15pm**

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

**TO CONSIDER:** whether any other recordings are to be made.

**2526 18 Apologies for absence. 7.16pm**

Apologies and reasons received are emailed out to members for consideration prior to the meeting commencing. Deputy Clerk to report.

**TO CONSIDER:** apologies for absence, reasons having been distributed beforehand.

**2526 19 Items on the agenda to be discussed in private session 7.17pm**

Members of the public will be excluded from the meeting during such items. Deputy clerk to report.

**TO CONSIDER:** whether any items on the agenda should be discussed in private session.

**2526 20 Members' personal and disclosable pecuniary interests in items on the agenda. 7.18pm**

Consideration will be given to members' personal and disclosable pecuniary interests in items on the agenda and noted.

Any written requests for dispensations received will be considered.

**TO RECEIVE:** Members' personal and disclosable pecuniary interests in items on the agenda.

**TO CONSIDER:** any written requests for dispensations received from members.

**2526 21 Officers' interests in items on the agenda. 7.19pm**

Consideration will be given to the interests in items on the agenda of any officer present.

**TO RECEIVE:** any officer's interests in items on the agenda.

## HOLME VALLEY PARISH COUNCIL

### 2526 22 Receipt of Revised Declarations of Pecuniary Interest

7.20pm

Any revised Declaration of Pecuniary Interest received from members or staff are to be emailed out to the STAFFING COMMITTEE members under separate cover for noting. They will be noted by FULL COUNCIL in due course. Redacted versions of member declarations will be placed on HVPC website.

Deputy Clerk to report.

**TO CONSIDER:** any revised declarations of pecuniary interests for Committee members.

**TO CONSIDER:** any revised declarations of pecuniary interests for members of the clerking team.

### 2526 23 Minutes for the Staffing Committee meeting on 21 July 2025, numbered 2526 01 to 2526 16.

7.21pm

**TO NOTE:** the Minutes of the STAFFING COMMITTEE MEETING held on 21 July 2025, numbered 2526 01 to 2526 16, **approved** at the MEETING of FULL COUNCIL 8 September 2025 **(B)**.

To receive information regarding ongoing matters arising from the approved minutes which do not appear under other agenda items.

- i. Staffing and Staff Training Budget 2025-26. The RFO/deputy Clerk had reported the likely overspend on the Staffing salaries budget as around £3,000. The RFO's advice would be that this would be put to Council 23<sup>rd</sup> March 2026 to be taken from general reserves at year end, when the likely amount is known. The RFO/deputy Clerk did not feel the need to create an earmarked reserve for this.
- ii. Pay awards for the clerk team Following the Local Government Services Pay Agreement 2024/25, the annual pay uplifts for the clerk team backdated to April 1<sup>st</sup> were paid, earlier than in previous years, in September 2025. **(C)**

Deputy clerk to report further as necessary.

**TO CONSIDER:** any further action(s) arising from the minutes of previous meetings of the STAFFING COMMITTEE.

## HOLME VALLEY PARISH COUNCIL

### 2526 24 The use of AI

7.25pm

At the last meeting of this Committee, an item was deferred regarding considering expenditure of up to £855 for the purchase of a year's access to the GovAssist Meetings Module from CloudyIT, a Council-focused AI specialist.

To better understand the offer, the clerk arranged a meeting with CloudyIT. This meeting was attended by the clerk, the assistant clerk and Cllr Blacka as staff performance and development lead. The Clerk and Assistant Clerk felt that the GovAssist AI service did not offer a patently obvious advance over more general AI services such as ChatGPT. Cllr Blacka to further report.

**TO CONSIDER:** expenditure of up to £855 for the purchase of a year's use of the GovAssist Meetings Module plus annual licence fee.

After the meeting with CloudyIT, officers discussed ways the Parish Council could use AI more efficiently in its business. Officers felt that, given the advances in AI and its growing integration with other work systems, such as cloud/file storage, publishing, accounts, email, databases and so on, this might be an opportune time for the Parish Council to review all its IT and software systems and how they integrate most effectively and efficiently. Officers wonder if this may be a good time to seek the input from an AI-integrated systems specialist with insights on how the Parish Council might streamline business operations by embedding AI into its core digital business tools.

**TO CONSIDER:** any other action with regards to the utilisation of AI in the Council's work.

### 2526 25 The Clerk's return to work

7.35pm

The clerk has met virtually with Cllr Blacka, staff performance and development lead, and agreed her return to work plan.

**TO NOTE:** The clerk's return to work plan.

### 2526 26 Appraisal/supervision 2025-26

7.38pm

All three members of the clerk team have signed contracts of employment. Job descriptions are in place and time sheets are submitted in a standard format.

**TO CONSIDER:** update on appraisal/supervision 2025-26.

**TO CONSIDER:** any further actions arising from the update.

### 2526 27 Space and accommodation needs of the Parish Council and its staff

7.40pm

**TO CONSIDER:** The office space needs of the Parish Council and of the clerk team.

### 2526 28 Other staffing matters

7.50pm

- i. **TO NOTE:** The Clerk will discuss her time off in lieu (TOIL) with the Staff and Performance Development Lead and will report to the next meeting of this Committee.
- ii. **TO NOTE:** As reported to Council, the expenditure of £150 to Hoey Ainscough Associates from 4200 Chair's Expenses on governance-related matters related to staffing.
- iii. Chair of Holme Valley Parish Council to report on actions taken regarding staff concerns.  
**TO CONSIDER:** any actions arising from other staffing matters, as reported.

## HOLME VALLEY PARISH COUNCIL

### 2526 29 Staffing and Staff Training Budget 2025-26

7.55pm

The deputy Clerk/RFO has prepared

- a *Salaries and Staff Training Budget 2025-26* report – to date **(Di)** and
- a *Staffing Budget Year to Date and Projected 2025-26* report **(Dii)**.

Deputy clerk/RFO to report further.

**TO NOTE:** Contents of Staff costs 2025-26 report and staffing budget for 2025-26 report.

**TO CONSIDER:** any further actions regarding the staffing budget for 2025-26.

### 2526 30 Staffing costs

8.00pm

Motions by Cllr Barnett.

These motions may impact the subsequent motion 2526 31 Staffing Budget 2026-27.

Cllr Barnett asked the RFO/deputy clerk to report on how much would be saved by the Parish Council if the clerking team was reduced from 3 to 2. These calculations are included in the report. **(Ei)**

For information:

- The role of clerk (or proper officer) is a statutory role.
- The role of the responsible finance officer is a statutory role.
- The clerk and responsible finance officer can be the same person. This is especially true in smaller councils.
- The role of deputy clerk is not a statutory role.
- The role of assistant clerk is not a statutory role.

The RFO/deputy clerk was also asked to calculate the hours that would be saved if officers did not attend meetings of working groups, nor undertake work on behalf of working groups. He was also asked to calculate the hours saved if only two officers attended meetings of full COUNCIL. **(Eii)**

Based on the data supplied by officers, Cllr Barnett has drawn up a report **(Eiii)** on how the Parish Council can make economies within its staffing expenditure.

Cllr Barnett to report.

Cllr Barnett proposes the following motions for consideration:

**i. TO CONSIDER THAT, AS PER MOTION PLAN PART 1 IN THE ATTACHED REPORT:**

The Council resolves to implement immediate changes to the administrative support structure as detailed in Motion Part 1 in the attached Report on Officer Hours, with the aim of absorbing clerking time into the Council's existing operational capacity, thereby achieving significant budget savings for the 2026/27 financial year.

or

**ii. TO CONSIDER THAT, AS PER MOTION PLAN PART 2 IN THE ATTACHED REPORT:**

The Council resolves to implement immediate, targeted adjustments to administrative support for Working Groups and Full Council, designed to achieve budget savings while ring-fencing statutory and key operational duties, as detailed in the attached Revised Report.

**iii. TO CONSIDER:** in the light of this information, any further actions regarding staffing costs of **HOLME VALLEY PARISH COUNCIL**.

## HOLME VALLEY PARISH COUNCIL

### 2425 31 Staffing Budget 2026-27

8.15pm

The STAFFING COMMITTEE is to approve a Salaries budget for 2026/27 to recommend to the FINANCE AND MANAGEMENT COMMITTEE for their budgetary considerations.

The assistant clerk has written a benchmarking report, showing how HOLME VALLEY PARISH COUNCIL's staffing costs and arrangements compare to other Town and Parish Council's in Kirklees, Yorkshire and across England. (F)

The Salaries budget consists of the gross salary (before pensions, tax and NI are deducted) of all workers plus the employer pensions contribution for all workers plus the employer National Insurance Contribution for all workers.

The RFO/deputy clerk has created an initial draft Salaries budget. (G)

This is based on:

- the continuation of the staff roles as currently constituted (3 x 25hrs/week)
- a projected uplift of 3.2% (a replication of this year's uplift) payable from 1<sup>st</sup> April 2026.
- a projected pay spinal column point uplift of the Assistant Clerk to SCP23 from 1<sup>st</sup> April 2026.

This would represent a budget of **£103,316**.

The staffing arrangements and accordingly the Salaries budget should be based on the organisational goals, and the workload demands of the Parish Council.

- i. **TO APPROVE:** a recommendation to FINANCE AND MANAGEMENT COMMITTEE for Salaries Budget 2026-27.
- ii. **TO CONSIDER:** Any further actions regarding the staffing arrangements of **HOLME VALLEY PARISH COUNCIL**.

### 2425 32 Staff Training Budget 2026-27

8.30pm

The STAFFING COMMITTEE is to approve a Staff Training budget for 2026/27 to recommend to the FINANCE AND MANAGEMENT COMMITTEE and to full COUNCIL for their budgetary considerations.

The Staff Training Budget 2025/26 is £2,300. Projected expenditure is £1,039 and the projected unspent budget at year end is £1,261. The reason for the budget being significantly higher than expenditure was that provision was built into the budget to allow the assistant clerk, should she so wish, to undertake the Certificate in Local Council Administration (CiLCA).

**TO APPROVE:** a recommendation to the FINANCE AND MANAGEMENT COMMITTEE for Staff Training Budget 2026-27.

## HOLME VALLEY PARISH COUNCIL

### 2526 33 Other budgetary considerations

8.35pm

The RFO/Deputy Clerk's laptop is now 10 years old. It originally ran Windows 8 and now runs Windows 10. Microsoft stopped doing updates on Windows 10 in October 2025. This means there will be no more security updates, bug fixes, or technical support for most users. Windows 10 will still function, but it will become increasingly vulnerable to security threats over time.

**TO CONSIDER:** With this in mind, a recommendation to Finance and Management/ Council regarding adjusting the 4245 Office Equipment budget which 2025/26 was budgeted for £300.

### 2526 34 Training received by Officers

8.40pm

For 2025-26 there is a budget of £2,300 for staff training.

Deputy Clerk to report on training received by officers since 21 July 2025.

- Clerk – SLCC Webinar: Civility and Respect – AUG 2025
- Deputy Clerk – SLCC Webinar: How to use ChatGPT for council tasks – OCT 2025
- Deputy Clerk – SLCC Webinar: Everything you need to know about VAT (in 2 parts) – OCT 2025
- Deputy Clerk – SLCC Webinar: Managing village halls – SEP 2025

**TO NOTE:** training received by Officers since the STAFFING COMMITTEE MEETING on 21 March 2025

**TO APPROVE** any upcoming training:

- Clerk – SLCC Webinar: Quotes, Tenders and Contracts – OCT and NOV 2025
- Clerk – SLCC Webinar: How to use ChatGPT for council tasks – NOV 2025
- Deputy Clerk – SLCC Webinar: Canva training – JAN 2026

**TO CONSIDER:** any further action with regards to staff training.

**Close of meeting**

8.45pm



Mr Richard McGill  
Deputy Clerk and RFO to the Council

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## STAFFING COMMITTEE

MONDAY 21 JULY 2025 at 19:00 HRS

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

**PRESENT:** Cllr Colling (in the Chair), Cllr Barnett, Cllr Baylin, Cllr Kirkby, Cllr Morgan, Cllr Wilson**APOLOGIES AND REASONS APPROVED:** Cllr Blacka**OFFICER TAKING MINUTES:** Jen McIntosh CLERK**- DRAFT MINUTES-****Public question time.**

No members of the public were present.

The Chair welcomed members to the meeting.

**2526 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 other requests for recordings to be made.

**2526 02 Apologies for absence.****APPROVED:** apologies for absence and reason from Cllr Blacka.**2526 03 Items on the agenda to be discussed in private session****RESOLVED:** to consider items 2526 13 and 2526 15 in private session.**2526 04 Members' personal and disclosable pecuniary interests in items on the agenda.**

No members' personal and disclosable pecuniary interests in items on the agenda were received and there were no requests for written dispensations.

**2526 05 Officers' interests in items on the agenda.****RECEIVED:** the officer's interest in items 2526 13. 2526 14 and 2526 15.**2526 06 Receipt of Revised Declarations of Pecuniary Interest****NOTED:** revised declarations of pecuniary interests for all three members of the clerking team.

Clerk to share officers' DPIs with all councillors prior to the Full Council meeting on 8 September 2025.

**2526 07 Minutes for the Staffing Committee meeting on 17 March 2025, numbered 2425 32 to 2425 43.****NOTED:** the Minutes of the STAFFING COMMITTEE MEETING held on 17 March 2025, numbered 2526 32 to 2526 43, **approved** at ANNUAL COUNCIL MEETING held on 19 May 2025.

The following information regarding ongoing matters arising from the approved minutes which did not appear under other agenda items was received.

- i. External Staffing Roles Review minute 2425 07 – further update. As reported in March, the review was now expected to take place later in this council year once job descriptions etc have been reviewed as a result of the committees review.
- ii. Business Continuity Plan minute 2425 07 – further update. As reported in March, this would be progressed later in this current council year.
- iii. Disclosure and Barring Service Checks minute 2425 11 – further update. One application remained outstanding. This would be resolved by the next meeting.
- iv. Human Resource policies minute 2425 12 – further update. Policies were to be reviewed as time allows or as new model policies are released by YLCA/NALC.

#### 2526 08 Election of Staffing Committee Vice Chair

At the Annual Council meeting in May 2025 the appointment of the Vice Chair of the Staffing Committee was delegated to the committee.

**ELECTED:** Cllr Lawrence Baylin was unanimously elected the Vice Chair of the Staffing Committee to serve throughout the remainder of the council year 2025-26.

#### 2526 09 Staffing and Staff Training Budget 2025-26

The Deputy Clerk/RFO had prepared a *Salaries and Staff Training Budget 2025-26* report – to date and a *Staffing Budget Year to Date and Projected 2025-26* report.

A further report dealt with likely overspend on the Staffing budget for 2025/6. The Committee wished to follow whatever path chosen by the Deputy Clerk/RFO with respect to the likely overspend. That could be to take steps so that additional funds were taken from General Reserves as and when required or an Earmarked Reserve could be set up to set aside the required additional monies. The Committee desired the least bureaucratic way of addressing the issue to be settled upon.

**NOTED:** the reports from the Deputy Clerk/RFO.

**RESOLVED:** that steps are taken to ensure that sufficient additional funds are available through the Staffing budget line to pay all three officers throughout 2025/6, including any national payrise, once settled.

Clerk to liaise with the Deputy Clerk/RFO to ensure that sufficient monies were available to pay staff wages throughout 2025/6 including any forthcoming national pay rise agreed.

#### 2526 10 Appraisal policy - review

A new appraisal policy based on YLCA guidance had been drawn up for consideration alongside a revised proforma for appraisal meetings. The Clerk reported that both the policy and the reporting document had been amended following consultation with the other two officers.

The Committee discussed the relationship between appraisal/managing performance and supervision.

The proposed policy and report format were commended for linking objectives with training. Training should be defined as a much broader activity than simply attending a course.

An amendment to the policy was decided upon, adding a stipulation that should the appraiser and appraisee be unable to agree an annual appraisal statement, this would be referred to the Staffing Committee for resolution.

**RESOLVED:** to recommend the policy and proforma to FULL COUNCIL for approval in due course, including the amendment outlined regarding recourse to the STAFFING COMMITTEE should there be any disagreement regarding the annual appraisal statement.

#### 2526 11 The use of AI

The Assistant Clerk had produced a report on the possible uses of AI by the Clerk Team.

The Clerk Team wished to trial the use of an AI assistant with regards to preparation of council meetings. Cloudy IT had developed a family of AI-powered assistants called GovAssist built specifically to support the work of local councils. Each assistant focuses on a core area of council operations - from managing meetings and responding to residents to streamlining planning and forecasting budgets.

Each unit costs £495 per annum plus an annual licence fee of £360.

Points raised in discussion included:

- any use of AI could benefit councillors with regards to working groups as well as officers.
- it would be good to see if any other local councils were using Cloudy IT.
- any savings made through using AI should be identified and monitored.

**DEFERRED:** consideration of expenditure of up to £855 for the purchase of a year's use of the GovAssist Meetings Module plus annual licence fee.

Clerk to contact Cloudy IT regarding setting up a webinar in September to present on their AI offer. All councillors to be invited to attend via Zoom. Clerk to find out if any local councils near to HVPC utilise Cloudy IT AI products.

#### 2526 12 Completion of CiLCA by the Deputy Clerk/RFO

As **NOTED** at the ANNUAL COUNCIL MEETING on 19 May 2025 the Deputy Clerk/RFO received notification that he had been awarded the Certificate in Local Council Administration (CiLCA) on Saturday 3 May 2025.

As **APPROVED** in principle by the STAFFING COMMITTEE at its meeting on 17-3-2025, the Deputy Clerk received a pay award of one incremental point payable from 3 May 2025.

**RESOLVED:** to further congratulate the Deputy Clerk/RFO for having obtained the CiLCA qualification.

#### 2526 13 Appraisal/supervision 2025-26.

This item was heard in private session. No recording was made during the item.

**NOTED:** update on appraisal/supervision 2025-26 from the Clerk, including the objectives set for the Deputy Clerk/RFO and the Assistant Clerk.

**APPROVED:** the Clerk's objectives set for 2025-26.

**RESOLVED:** that the COMMITTEE'S praise for the flexibility and commitment of all three officers in striving to provide an outstanding clerking service to the Council be minuted.

#### 2526 15 Other staffing matters

This item was heard initially in private session, going back into public session towards the end of the item.

In public session the Clerk reported that, following the statement made by the Chair at the Full Council meeting on 24 March 2025, no further social media posts had been made that could be linked to individual officers. This was a step forward from the situation earlier in the year.

The Clerk asked that all councillors be mindful of Standing Order 9b that stipulated that 10 clear days' notice should be given of items and motions that councillors wished to place on agendas. In practice this would mean ensuring items/motions had been relayed to the appropriate officer by the Thursday before an agenda was due to be sent out on the Tuesday in the following week.

Standing Orders were suspended to allow the remainder of the business to be heard.

#### **2526 14 Pay awards for the clerk team**

The Committee resolved on incremental annual pay awards and additional points awarded in line with contracts for specific performance matters such as gaining additional recognised qualifications in the meeting on 17 March 2025.

Regarding National pay awards, the HVPC utilises the National Joint Council for Local Government Services (NJC) Pay Spine.

The Clerk reported that a national pay award for 1 April 2025 was yet to be confirmed.

**RESOLVED:** that the Clerk would advise the COMMITTEE by email of the National Pay Award, once settled, and that any rise, backdated to April 1 2025 should be paid out to all 3 staff at the next available pay point.

#### **2526 16 Training received by Officers**

The Clerk reported on training received by officers since 17 March 2025 and upcoming training.

This included a Yorkshire Local Councils Associations Webinar on the Code of Conduct for Local Councils (Clerk).

The clerk and Assistant Clerk had also attended the Local Public Inquiry into Holmfirth 60 footpath modification based at the Town Hall, Huddersfield.

For 2025-26 there is a budget of £2,300 for staff training.

Future training included:

- Society of Local Council Clerks Introduction to understanding quotes, tenders and contract management £36 inc VAT(Deputy Clerk – 28 August; Clerk 9 October).
- Society of Local Council Clerks The Council as Landlord (Clerk and Deputy Clerk 25 November).
- Society of Local Council Clerks civility and Respect Training (Clerk 9 October).

**NOTED:** training received by Officers since the STAFFING COMMITTEE MEETING on 17 March 2025 and upcoming training **APPROVED** as listed above.

*The meeting closed at 9.06pm.*

## Local Government Services Pay Agreement 2025/26

	01-Apr-24		01-Apr-25		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	
4	£24,404	£12.65	£25,185	£13.05	
5	£24,790	£12.85	£25,583	£13.26	
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	
9	£26,409	£13.69	£27,254	£14.13	
10	£26,835	£13.91	£27,694	£14.35	
11	£27,269	£14.13	£28,142	£14.59	
12	£27,711	£14.36	£28,598	£14.82	LC1 (above substantive range)
13	£28,163	£14.60	£29,064	£15.06	
14	£28,624	£14.84	£29,540	£15.31	
15	£29,093	£15.08	£30,024	£15.56	
16	£29,572	£15.33	£30,518	£15.82	
17	£30,060	£15.58	£31,022	£16.08	LC2 (below substantive range)
18	£30,559	£15.84	£31,537	£16.35	
19	£31,067	£16.10	£32,061	£16.62	

20	£31,586	£16.37	£32,597	£16.90	
21	£32,115	£16.65	£33,143	£17.18	
22	£32,654	£16.93	£33,699	£17.47	
23	£33,366	£17.29	£34,434	£17.85	
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	
26	£36,124	£18.72	£37,280	£19.32	
27	£37,035	£19.20	£38,220	£19.81	
28	£37,938	£19.66	£39,152	£20.29	
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	
31	£40,476	£20.98	£41,771	£21.65	
32	£41,511	£21.52	£42,839	£22.20	
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	
35	£44,711	£23.17	£46,142	£23.92	
36	£45,718	£23.70	£47,181	£24.46	
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	
39	£48,710	£25.25	£50,269	£26.06	
40	£49,764	£25.79	£51,356	£26.62	
41	£50,788	£26.32	£52,413	£27.17	
42	£51,802	£26.85	£53,460	£27.71	

43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	
45	£55,367	£28.70	£57,139	£29.62	
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	
48	£59,300	£30.74	£61,198	£31.72	
49	£60,903	£31.57	£62,852	£32.58	
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)
51	£63,881	£33.11	£65,925	£34.17	
52	£65,943	£34.18	£68,053	£35.27	
53	£68,000	£35.25	£70,176	£36.37	
54	£70,065	£36.32	£72,307	£37.48	
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	
57	£76,277	£39.54	£78,718	£40.80	
58	£78,315	£40.59	£80,821	£41.89	
59	£80,247	£41.59	£82,815	£42.93	
60	£82,221	£42.62	£84,852	£43.98	
61	£84,243	£43.67	£86,939	£45.06	
62	£86,319	£44.74	£89,081	£46.17	

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

## Projected Expenditure against Budget 2025-26

### Staffing - Year-to-Date

CODE	DESCRIPTION		Starting Budget	Virements	Reconcile 2024-25	April	May	June	July	August	September	Total	Payments from EMR	Movements to from General Reserve	Available Funds	CODE
EXPENDITURE																EXPENDITURE
<u>110</u>	<u>Staff Expenditure</u>															<u>110</u>
4000	Salaries	51.82%	£96,108	£0.00	£0.00	£8,121.52	£7,954.14	£8,087.62	£8,023.11	£8,023.11	£9,594.90	£49,804.40	£0.00	£49,804.40	£46,303.60	4000
4060	Staff Training	32.12%	£2,300	£0.00	-£141.00	£30.00	£507.40	£0.00	£180.00	£162.40	£0.00	£738.80	£0.00	£738.80	£1,561.20	4060
	<b>Total Staff Expenditure</b>	51.36%	<b>£98,408</b>	<b>£0.00</b>	<b>-£141.00</b>	<b>£8,151.52</b>	<b>£8,461.54</b>	<b>£8,087.62</b>	<b>£8,203.11</b>	<b>£8,185.51</b>	<b>£9,594.90</b>	<b>£50,543.20</b>	<b>£0.00</b>	<b>£50,543.20</b>	<b>£47,864.80</b>	

Projected Expenditure against Budget 2025-26

Staffing - projected

CODE	DESCRIPTION	Starting Budget	Virements	Reconcile 2024-25	April	May	June	July	August	September	October	November	December	January	February	March	Year End	Total	Available Funds	CODE
EXPENDITURE																			EXPENDITURE	
110	Staff Expenditure																			110
4000	Salaries	103.55%	£96,108	£0.00	£0.00	£8,121.52	£7,954.14	£8,087.62	£8,023.11	£8,023.11	£9,594.90	£8,285.92	£8,285.92	£8,285.92	£8,285.92	£8,285.92	£0.00	£99,519.92	£-3,411.92	4000
4060	Staff Training	45.17%	£2,300	£0.00	£-141.00	£30.00	£507.40	£0.00	£180.00	£162.40	£0.00	£50.00	£50.00	£50.00	£50.00	£50.00	£0.00	£1,038.80	£1,261.20	4060
	Total Staff Expenditure	102.19%	£98,408	£0.00	£-141.00	£8,151.52	£8,461.54	£8,087.62	£8,203.11	£8,185.51	£9,594.90	£8,335.92	£8,335.92	£8,335.92	£8,335.92	£8,335.92	£0.00	£100,558.72	£-2,150.72	

RFO's report on projected staff salary and on costs for 2026/27 budget-setting:

The Clerk's Salary and On Costs				2025-26		2026-27	
				Annual Salary 2025/26	Pro Rata 25 hours 25/37	Annual Salary 2026/27 <sup>1</sup>	Pro Rata 25 hours 25/37 <sup>1</sup>
Clerk							
Employer Pensions Contribution Clerk	12.2%	<sup>2</sup>					
Employers NI contribution Clerk	15% of gross minus £5,004	<sup>3</sup>					
				This is the projected cost of the Clerk for the current year 2025/26.		This is the projected cost of the Clerk for 2026/27 based on her current 2025/26 salary uplifted by 3.2%. The NI figure and the employer pensions contribution are based on 2025/26 figures.	

The Clerk works a part-time contract of 25hrs against a full-time of 37hrs/week.  
The Clerk is at the top of her pay scale.

<sup>1</sup> The Clerk's salary and on costs for 2026/27 are calculated using a 3.2% annual uplift which replicates the pay award 2025/26.  
<sup>2</sup> Employers Pensions Contribution at the 2025/26 rate - 12.2% - this may change.  
<sup>3</sup> Employers National Insurance Contribution monthly 15% of gross pay minus £5,004

The RFO/Deputy Clerk's Salary and On Costs				2025-26		2026-27	
				Annual Salary 2025/26	Pro Rata 25 hours 25/37	Annual Salary 2026/27 <sup>1</sup>	Pro Rata 25 hours 25/37 <sup>1</sup>
RFO/Deputy Clerk							
Employer Pensions Contribution RFO/Deputy Clerk	12.2%	<sup>2</sup>					
Employers NI contribution RFO/Deputy Clerk	15% of gross minus £5,004	<sup>3</sup>					
				This is the projected cost of the RFO/Deputy Clerk for the current year 2025/26.		This is the projected cost of the Deputy Clerk/RFO for 2026/27 based on his current 2025/26 salary uplifted by 3.2%. The NI figure and the employer pensions contribution are based on 2025/26 figures.	

The RFO/Deputy Clerk works a part-time contract of 25hrs against a full-time of 37hrs/week.  
The RFO/Deputy Clerk is at the top of his pay scale.

<sup>1</sup> The RFO/Deputy Clerk's salary and on costs for 2026/27 are calculated using a 3.2% annual uplift which replicates the pay award 2025/26.  
<sup>2</sup> Employers Pensions Contribution at the 2025/26 rate - 12.2% - this may change.  
<sup>3</sup> Employers National Insurance Contribution monthly 15% of gross pay minus £5,004

The Assistant Clerk's Salary and On Costs				2025-26		2026-27	
				Annual Salary 2025/26	Pro Rata 25 hours 25/37	Annual Salary 2026/27 <sup>1</sup>	Pro Rata 25 hours 25/37 <sup>1</sup>
Assistant Clerk							
Employer Pensions Contribution Assistant Clerk	12.2%	<sup>2</sup>					
Employers NI contribution Assistant Clerk	15% of gross minus £5,004	<sup>3</sup>					
				This is the projected cost of the Assistant Clerk for the current year 2025/26.		Assistant Clerk for 2026/27 based on her being moved up to SCP23 and that salary uplifted by 3.2%. The NI figure and the employer pensions contribution are based on 2025/26 figures.	

The Assistant Clerk works a part-time contract of 25hrs against a full-time of 37hrs/week.  
The Assistant Clerk is not at the top of her pay scale and is likely to go up one spinal column point from 1st April 2026 to

<sup>1</sup> The Assistant Clerk's salary and on costs for 2026/27 are calculated using a 3.2% annual uplift which replicates the pay award 2025/26 on top of a performance-rated rise to  
<sup>2</sup> Employers Pensions Contribution at the 2025/26 rate - 12.2% - this may change.  
<sup>3</sup> Employers National Insurance Contribution monthly 15% of gross pay minus £5,004

The cost of staffing (three staff each working 25 hours) for the current year 2025/26 is projected to be:	£99,430 per year*
The cost of staffing (three staff each working 25 hours) for next year 2026/27 with uplifts is projected to be:	£103,316 per year
The cost of staffing (two staff working 25 hours - Clerk and RFO/Deputy Clerk only) for next year 2026/27 with uplifts is projected to be:	£73,545 per year
The cost of staffing (two staff working 25 hours - Clerk and Assistant Clerk only) for next year 2026/27 with uplifts is projected to be:	£67,017 per year
The cost of staffing (two staff working 25 hours - RFO/Deputy Clerk and Assistant Clerk only) for next year 2026/27 with uplifts is projected to be:	£66,070 per year

\*The budget for 2025/26 is £96,108 following a miscalculation by the RFO.

## Further estimations of usage of clerk time and potential time savings:

- The RFO/deputy clerk was asked to consult with the other clerks to calculate the hours that would be saved if officers did not attend working groups, nor undertake work on behalf of working groups.
- This is difficult to calculate completely accurately.
- The deputy clerk was also asked to calculate the hours saved if only two officers attended meetings of full Council.

In the **clerk** role, currently, the clerk supports four working groups. There are, additionally, two working groups yet to convene that the clerk will support.

- 86hrs to support The Civic VAT and Lease Working Group
- 51hrs to support the Holmfirth Toilets/Solar Panel Project Working Group
- 6hrs supporting the work of the assistant clerk by attending Communications and Engagement Working Group meetings
- 1hr (nominal) time spent securing room bookings/checking for date clashes for i. Transport ii. Local Plan Working Groups and iii. Land Charity
- Yet to convene (not included in the figures) –
  1. 25hrs estimated to support the Code of Conduct Working Group
  2. 25hrs estimated to support the Maintenance Tender Process and Contracts Working Group.

**Total potential time savings for the clerk role: around 144 hours per year.**

In the **RFO/deputy clerk** role, currently, around 40 work hours annually are used supporting working groups, -

- 20hrs to support the Grants Working Group and the Financial Regulations Working Group
- 20hrs providing financial reports/guidance/information to other working groups.

**Total potential time savings for the RFO/deputy clerk role: 40 hours per year.**

The **assistant clerk** role is more difficult to quantify in this context.

If councillors wanted to remove the assistant clerk officer support from working groups, there may be two possible scenarios:

- **Communications and Engagement Working Group**
  - Ceasing all Communications and Engagement operational work (social media, website development & updates, events, newsletters, press liaison, public engagement, reporting and forecasting on the budget line, grants publicity, branding roll out, policy and general communications) would remove around half the role, - **Total potential time savings: 600 hours per year.**
- OR*
- Continuing the operational work under the delegated direction of the clerking team, but without the working group structure and reporting top line only to full council. The operational workload would remain the same, with only a saving from not facilitating/arranging or attending working group meetings, - **Total potential time savings: 90 hours per year.**
- For the assistant clerk's other working groups:
  - **Big Community Celebration Working Group –**
    - If the event were cancelled entirely, that would be around **Total: potential time savings 200 hours per year.**
    - If the event still went ahead but was delivered solely by officers (i.e. without facilitating a WG), it might theoretically save around **Total: potential time savings 90 hours per year** of group facilitation time (minutes, meeting arrangements, liaison etc). In practice, though, the event would be very difficult to deliver without councillor support, so there may be no real saving.
  - **Sustainable Transport Working Group –**
    - attendance, comms input, and liaison with external groups. **Total: potential time savings 45 hours per year.**
  - **Local Plan / Neighbourhood Plan Working Group –**
    - mostly admin, public-engagement support, and occasional survey or publicity work. **Total: potential time savings 45 hours per year.**

**Total potential time savings for the assistant clerk role: up to 900 hours per year\***

*\* dependent on which working groups continue and whether events like the Big Community Celebration proceed.*

The hours saved due to only two officers attending meetings of full Council, assuming 7 meetings taking two and a half hours.

**Total: potential time savings 17.5 hours per year.**

Potential hourly savings of roles:



*Councillors can calculate total savings by multiplying the hours saved by the TOTAL SAVINGS PER HOUR figure for each role.*

# Motion Plan Part 1

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## Motion for Consideration

**Subject:** Restructuring Officer Support for Working Groups and Full Council to Achieve Cost Savings and Efficiency

### Proposed Motion:

**The Council resolves to implement immediate changes to the administrative support structure as detailed in the attached Report on Officer Hours, with the aim of absorbing clerking time into the Council's existing operational capacity, thereby achieving significant budget savings for the 2026/27 financial year.**

Specifically, the Council instructs the Proper Officer to implement the following changes effective immediately:

1. **Cessation of Officer Attendance at Working Group Meetings:** Officers (Clerk, RFO/Deputy Clerk, and Assistant Clerk) shall cease attending all Working Group meetings and stop undertaking administrative work on behalf of said Working Groups. This is projected to save up to **900+ hours per year** of total staff time.
2. **Reduction of Officer Attendance at Full Council:** Officer attendance at Full Council meetings shall be limited to a maximum of **two** officers. This is projected to save **17.5 hours per year**.
3. **Absorption of Duties:** The hours saved will be absorbed through a reduction in the required hours for the relevant roles, or by delegating the duties currently performed by officers for Working Groups to the Councillors of those respective groups.

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## Report to Support the Motion

**Report Title:** Report on Potential Time Savings and Absorption Capacity for Proposed Reduction in Clerking Time

**Purpose:** To detail the hours of work currently being used to support Working Groups and Full Council, calculate the potential time and cost savings from proposed cuts, and demonstrate how this work can be absorbed by the Council.

### 1. Officer Time Allocated to Working Groups and Council Meetings

The RFO/Deputy Clerk has estimated the following annual officer time currently dedicated to supporting Working Groups (WGs) and attending Full Council meetings, which can be cut and absorbed:

Officer Role	Area of Support	Estimated Annual Time Savings (Hours)
Clerk	Supporting 4 established WGs (Civic VAT, Toilets/Solar Panel) and 2 new WGs (Code of Conduct, Maintenance Tender)	~144 hours per year
RFO/Deputy Clerk	Supporting 2 WGs (Grants, Financial Regulations) and providing reports to other WGs	40 hours per year
Assistant Clerk	Supporting Communications & Engagement WG, Local Plan WG, and associated operational work	<b>Up to 900 hours per year</b> (depending on the scope of work cut)
All Officers	Reducing Full Council attendance to only two officers (based on 7 meetings)	17.5 hours per year

## 2. Mechanism for Absorbing Clerking Time

The proposed cuts represent a clear mechanism for the absorption of "clerking time" by:

- **Eliminating Non-Statutory Work:** The hours are absorbed by simply **ceasing** the administrative and support work that officers currently undertake for Working Groups. The rationale is that the administrative burden of these groups (e.g., meeting attendance, preparing publicity, handling admin) is delegated back to the Council members who sit on those groups.
- **Staffing Efficiency:** By limiting Full Council attendance to two officers, the total administrative overhead for meetings is reduced, and the remaining staff capacity (17.5 hours per year) is retained for other core statutory duties.

## 3. Financial Implications of Time Cuts (Cost Absorption)

The immediate financial benefit is calculated based on the hourly rate for each role, plus the associated Employer Pensions and National Insurance contributions, as outlined in the supporting paperwork:

Officer Role	Hourly Rate	Employer Pensions (c.)	Employer N.I. (c.)	Total Hourly Saving
Clerk	██████	██████	██████	██████

Officer Role	Hourly Rate	Employer Pensions (c.)	Employer N.I. (c.)	Total Hourly Saving
RFO/Deputy Clerk	████████	████████	████████	████████
Assistant Clerk	████████	████████	████████	████████

*Note: The Clerk is at the top of her pay scale, while the Assistant Clerk is likely to rise one spinal column point to ██████████ from April 1, 2026, which is accounted for in the 2026/27 budget setting report. However, the hourly saving figures above are based on the current rates in the hours report.*

The implementation of this motion would translate the saved hours into a direct reduction in the Council's staffing costs, allowing for a decrease in the overall staffing budget projected for 2026/27.

## Motion Plan Part 2

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### Motion for Consideration

**Subject: Targeted Staffing Adjustments: Restructuring Administrative Support for Working Groups and Full Council to Achieve Defined Efficiencies**

**The Council resolves to implement immediate, targeted adjustments to administrative support for Working Groups and Full Council, designed to achieve budget savings while ring-fencing statutory and key operational duties, as detailed in the attached Revised Report.**

**Specifically, the Council instructs the Proper Officer to implement the following changes immediately:**

**1. Clerk Duties (Retained vs. Cut):**

- **Retain:** The Clerk shall retain responsibility for all legal matters relating to Council assets, including The Civic, Honley Library, and the Toilets (e.g., solar panel installation), ensuring that statutory compliance and ongoing legal work are prioritized as core Clerk duties.
- **Cut:** The Clerk shall cease providing general administrative support and attendance for all Working Groups, saving approximately 144 hours per year.

**2. RFO/Deputy Clerk Duties (Retained vs. Cut):**

- **Retain:** The RFO/Deputy Clerk shall retain their full capacity to provide statutory financial reports, guidance, and legal information to Working Groups and the Council.
- **Cut:** The RFO/Deputy Clerk shall cease providing administrative support and meeting attendance for Working Groups, limiting their input to advisory/reporting functions only, saving approximately 40 hours per year.

### 3. Assistant Clerk Duties (Retained vs. Cut):

- **Retain:** The Assistant Clerk shall retain all core operational duties, including management of social media, public events, planning administration, researching purchasing items, and website maintenance.
- **Cut:** The Assistant Clerk shall cease providing administrative support and meeting attendance for all Working Groups (including the Communications & Engagement Working Group, Local Plan Working Group, and liaison with external groups), saving approximately 107.5 hours per year.

### 4. Full Council Attendance:

- **Officer attendance at Full Council meetings shall be limited to a maximum of two officers, saving an estimated 17.5 hours per year in total across the roles.**

**Report Title:** Report on Staffing Adjustments and Absorption Capacity: Protecting Core Duties

**Purpose:** To demonstrate how a defined reduction in administrative support for Working Groups can be absorbed through the elimination of non-statutory meeting attendance, whilst preserving essential legal, financial, and operational officer functions.

### 1. Calculation of Revised Annual Time Savings (Hours to be Cut)

The table below calculates the total hours of administrative support that will be removed from the Officer workload, based on the principle of cutting Working Group administrative support only while preserving core operational and statutory duties:

Officer Role	Activities to be Cut (WG Admin/Attendance)	Total Hours Saved (Annual)
Clerk	Cessation of all general WG administrative support (including The Civic/Toilets WG admin). <i>Statutory legal work is retained.</i>	144.0 hrs
RFO/Deputy Clerk	Cessation of all WG administrative support (attendance/minutes/general admin). <i>Financial reporting/guidance capacity is retained.</i>	40.0 hrs

Officer Role	Activities to be Cut (WG Admin/Attendance)	Total Hours Saved (Annual)
Assistant Clerk	Cessation of administrative support for all Working Groups (C&E, Local Plan, External Liaisons) and the one-officer-out saving at Full Council. <i>Core operational work is retained.</i>	107.5 hrs
Total Council Meeting Attendance Saving	Reduction of Full Council attendance from three to two officers. (Included in the Assistant Clerk's cut for calculation purposes: 17.5 hrs).	17.5 hrs
Total Estimated Hours Cut		291.5 hours

## 2. Projected Financial Savings

The time savings are calculated using the hourly rates (including Employer On-Costs) provided in the Officers Hours report (uploaded: Officers Hours supporting Working Groups October 2025.pdf):

Officer Role	Hourly Saving Rate (Salary + Pensions + NI)	Hours Cut	Financial Saving
Clerk	██████████	144.0 hrs	██████████
RFO/Deputy Clerk	██████████	40.0 hrs	██████████
Assistant Clerk	██████████	107.5 hrs	██████████
Total Annual Cost Savings		291.5 hrs	£7,067.63

## 3. Mechanism for Absorbing Clerking Time

The time cut and resulting savings are absorbed by:

- **Delegation to Councillors:** The administrative and secretarial work for the Working Groups (e.g., setting agendas, taking minutes, general follow-up) is formally delegated to the members of those respective Working Groups.
- **Elimination of Non-Statutory Work:** Hours are absorbed by permanently removing the officer requirement to attend meetings and perform general administrative support tasks for these Working Groups.
- **Ring-Fenced Core Duties:** The essential legal advice from the Clerk, financial advice from the RFO, and day-to-day operational work (social media, events, planning support) from the Assistant Clerk are all retained and prioritised as core

**duties, outside of the Working Group administrative support function that is being cut.**

Recommendations:

- Go with Motion Plan Part One
- Go with Motion Plan Part Two
- Or Hybrid Option (to discuss in the Committee, without creation of another working group, if there could be another option; if someone else has a proposal)

Report by: Cllr Isaac Barnett, October 2025

## Parish and Town Council Benchmarking on Staff Expenditure 2025/26

### Executive Summary

This report presents benchmarking data comparing Holme Valley Parish Council's staffing structure and expenditure with other parish and town councils of similar size and service scope across Kirklees, wider Yorkshire, and England.

The aim is to provide factual context to support informed discussion on staffing and resourcing. The figures highlight the broad range of approaches taken by comparable councils, reflecting differences in remit, assets, and service delivery models.

### Context and Overview

This benchmarking exercise has been undertaken to provide context for Holme Valley Parish Council's staffing structure and expenditure in comparison with other parish and town councils of a similar scale and remit. It is intended to support informed discussion by presenting data from published and verifiable sources. The analysis does not make recommendations regarding staffing levels or expenditure but highlights the diversity of operating models across comparable councils.

The councils included represent a cross-section of authorities in Kirklees and neighbouring areas with a similar precept size, community, cultural and environmental responsibilities. These range from smaller civic-focused parishes (such as Mirfield or Kirkburton) to larger operational councils managing assets such as libraries, public toilets, community venues and cultural programmes (e.g. Holme Valley, Hebden Royd, Penistone, Skipton).

### Data Sources and Approach

- Precept and Band D figures are taken from the Department for Levelling Up, Housing and Communities (DLUHC) dataset *Local Precepting Authorities in England 2025/26*.
- Staffing expenditure has been drawn from the most recent council budget reports. Where 2025/26 staffing budgets were not published (e.g. Kirkburton, Mirfield), the AGAR figures for 2024/25 were used.
- Comparative averages are provided for Kirklees parishes, Yorkshire, and England, using weighted Band D data from DLUHC.

It should be noted that direct comparability is limited by differences in:

- The number of employees (full-time vs part-time);
- The range of services and assets directly managed;
- Local variations in pay grading, pension, and on-costs;
- Whether functions are delivered in-house or through contracted or volunteer arrangements.

Council	2025/26 Precept (£)	2025/26 Staffing Budget (£)	% of Precept on Staffing	Average Band D - Parish element (£)	Overview of Services / Remit
Holme Valley PC	447,780	98,408	22.0%	41.52	Large rural parish, owns & manages toilets, grants program, youth services, environmental projects, comms, community events, library support, Civic repairs, community transport, allotments, cemetery, benches, bus shelters, Christmas trees.
Meltham TC	222,012	78,490	35.4%	72.19	Provides and maintains parks, play areas, sports facilities, public toilets, allotments, events, grants, youth, library support, shopfront grants schemes, employs a Clerk/RFO, advisor and cleaner.
Denby Dale PC	281,000	82,000	29.2%	44.16	Runs Denby Dale Library and community building (via Community Asset Transfer), allotments, provides dog-waste facilities, floral displays, awards grants,
Kirkburton PC	159,000	Not available for 2025/26 (50,000 in 2024/25 published budget)	Not available for 2025/26 (32.7% in 2024/25 published budget)	16.67	Two allotment gardens, churchyard, and 45 public seats; provides 100 hanging baskets and 11 Christmas trees/lights; runs grant schemes and village improvement funds
Mirfield TC	125,000	Not published for 2025/26 (£23,750 in 2024/25 AGAR)	Not published for 2025/26 (22.2% in 2024/25 AGAR)	17.54	Civic representation (attending events), community grants, and festive decorations (e.g. Christmas lights); no major assets or direct service delivery recorded for 2025/26 in council tax booklet.
Penistone TC	244,639	109,499 (excluding cinema and community centre staff)	44.8%	54.07	Operates community centre and cinema (separate income for this); employs own staff for facilities; events focus.
Hebden Royd TC	503,859	270,390	53.7%	146.79	Owns and runs Hebden Bridge Picture House, delivers arts/events programme, partnership work, and grants.
Skipton TC	572,500	155,846 *	30.9%	98.66	Market town council running markets, town hall, and tourism promotion. (*clerical team only for comparison – whole team includes town hall staff, town centre manager etc and is £397,899)
Beverley TC	411,550	150,614	36.6%	64.33	Civic events, grants, heritage engagement, and planning input.
Malton TC	272,970	105,900	38.8%	112.67	Manages cemetery, allotments, events, and public realm maintenance.
<b>Averages</b>					
Kirklees	£246,958	-	-	33.48**	
West Yorkshire	£139,463	-	-	57.51**	
England average	£83,902	-	-	90.21**	

\*\* DLUHC - Local precepting authorities in England 2025/26 (weighted by tax base)

## Analysis

Across the five Kirklees parishes, the average precept for 2025/26 is £246,958, with a weighted average Band D of £33.48. The average proportion of precept spent on staffing (using the most recent available data) is approximately 28%, though this varies from around 22% in smaller administrative parishes to over 35% in those delivering direct operational services.

Comparative analysis indicates that councils with broader remits or direct service responsibilities tend to allocate a higher proportion of their precept to staffing. For example, town councils such as Hebden Royd, Skipton, Malton and Penistone—which operate community buildings, events programmes or cultural facilities—show staffing costs typically in the range of 35–50% of precept. By contrast, smaller civic parishes (e.g. Kirkburton, Mirfield) operate with lower staffing allocations reflecting more limited service delivery.

Within this spectrum, Holme Valley Parish Council’s staffing budget (£98,408 / 22%) sits toward the lower end of the range for councils with comparable responsibilities. The figures indicate that the Council’s staffing expenditure is proportionally modest relative to its level of activity, though direct comparisons should be interpreted with care given differing service models and employment structures.

Overall, the data suggests that variations in staffing expenditure across the sector are largely shaped by the scale and nature of services delivered rather than by council size alone. Where councils have taken on significant community assets or partnership-led initiatives, staffing resources have tended to increase in parallel to maintain oversight and continuity.

In light of these variations, councils sometimes choose to undertake an external or internal review of structure and workload to ensure that staffing arrangements remain proportionate to responsibilities. This can help frame future discussions about priorities and resource planning in a balanced and evidence-based way.

## Caveats

This report provides a snapshot based on publicly available information. Budgets and staffing structures evolve year-to-year in response to local needs, service transfers, and inflationary pressures. The analysis is designed for context only in comparison with peer councils and should not be interpreted as an evaluation of performance, workload, or efficiency.

Prepared by Gemma Sharp, Assistant Clerk – October 2025

Draft Budget 2026-27

Holme Valley Parish Council - Staffing

CODE	DESCRIPTION	Budget 2025/26	Projected Expenditure 2025/26	Budget 2026/27	April	May	June	July	August	September	October	November	December	January	February	March	Total	Remaining
<u>110 Staff Expenditure</u>																		
4000 Clerk Salary																		
4000 Clerk Employer Pension Contribution																		
4000 Clerk Employer National Insurance Contribution																		
4000 Deputy Clerk/RFO Salary																		
4000 Deputy Clerk/RFO Employer Pension Contribution																		
4000 Deputy Clerk/RFO Employer National Insurance Contribution																		
4000 Assistant Clerk Salary																		
4000 Assistant Clerk Employer Pension Contribution																		
4000 Assistant Clerk Employer National Insurance Contribution																		
4000 Salaries		£96,108	£99,520	£103,316	£8,609.58	£8,609.58	£8,609.58	£8,609.58	£8,609.58	£8,609.58	£8,609.58	£8,609.58	£8,609.58	£8,609.58	£8,609.58	£8,609.58	£103,314.96	£1.04
																		4000

Staffing budget 2026/27  
These initial calculations assume that all staff remain in post, working the same hours, - 25hrs/week.  
These initial calculations assume the assistant clerk moves up one spinal column point t based on performance appraisal.  
These initial calculations assume an identical 3.2% uplift 2026/27 as in 2025/26 to the Local Government Services Pay Award.  
**The spreadsheet can be changed to alter the numbers of officers in the clerking team.**