HOLME VALLEY PARISH COUNCIL

MEETING OF THE STAFFING COMMITTEE
MONDAY 20 JULY 2026 at 19:00 HRS
THE CIVIC, HOLMFIRTH, HD9 3AS

IN THE CHAIR: Cllr Glenn Kirkby
ATTENDING: Cllr D Bellamy, Cllr M Blacka, Cllr J Holmes, Cllr S Ransby
APOLOGIES/REASON APPROVED: Cllr A Morgan
CLERK: Jen McIntosh

DRAFT MINUTES

Public question time.

There were no members of the public in attendance to speak to Members.

2627 18 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

The meeting was being recorded by the Clerk and was to be subsequently published on the **HOLME VALLEY PARISH COUNCIL**'s *YouTube* channel, with matters heard in private session to be redacted.

There were no other requests for recordings to be made.

2627 19 Apologies for absence.

APPROVED: apologies and reason for absence from Cllr Alison Morgan.

2627 20 Items on the agenda to be discussed in private session

RESOLVED: to consider the following items on the agenda in private session: item 2627 28 and item 2627 29.

2627 21 Members' personal and disclosable pecuniary interests in items on the agenda.

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

2627 22 Officers' interests in items on the agenda.

RECEIVED: the attending officer's interests in items on the agenda as follows:
- **2627 24 Minutes from 13-4-2026**
- **2627 26 Confidentiality Obligations of Staffing Committee Members**
- **2627 28 Appraisal/supervision**
- **2627 29 Other Staffing Matters**

2627 23 Receipt of Revised Declarations of Pecuniary Interest

No revised declarations of pecuniary interests received from Committee members.

2627 24 Minutes for the Staffing Committee meeting on 13 April, numbered 2627 01 to 2627 17.

NOTED*:* the Minutes of the STAFFING COMMITTEE MEETING held on 13 April 2026, numbered 2627 01 to 2627 17, ***approved*** at ANNUAL COUNCIL MEETING held on 18 May 2026**.**

Information regarding ongoing matters arising from the approved minutes which did not appear under other agenda items was received as follows:

i. External Staffing Review – this had been scheduled to take place in Summer 2026.

RESOLVED: to defer the external Staffing Review until the outcomes of the Community Governance Review were known and decisions made as the appointment of a permanent Clerk and Proper Officer.

ii. Pay awards for staff: Clerk reported that the outcome of the national pay award was still awaited. The COMMITTEE at its meeting on 13 April 2026 had ***RESOLVED*** that the finalised award would be applied for each member of the clerk team, backdated to 1 April 2026 at the next pay point following the conclusion of the process. This would include forwarding on any backdated pay between 1 April 2026 and 23 August 2026 to the Clerk.

iii. Human Resource Policies Review

RESOLVED: to defer the review of any human resource policies including staff absence and sickness until a new permanent clerk had been appointed.

iv. Workflow Update At the meeting on 13 April 2026 an ***ACTION*** for the Clerk was to include this as a standing item on all future Staffing COMMITTEE agendas. The Clerk apologised that this had not been enacted for this meeting due to an oversight on her part. It was likely that progress regarding reviewing systems would be reported on at the next FULL COUNCIL meeting on 7 September 2026.

2627 25 Election of Staffing Committee Vice Chair

At the Annual Council meeting in May 2026 the appointment of the Vice Chair of the Staffing Committee was delegated to the Committee.

ELECTED: Cllr Steve Ransby as Vice Chair of the Staffing Committee to serve throughout the remainder of the council year 2026-27.

2627 26 Confidentiality Obligations of Staffing Committee Members

Members were reminded that the Staffing Committee routinely receives and considers information of the highest sensitivity, including personal data relating to employees, confidential HR matters, and information subject to ongoing formal processes.

A breach of confidentiality had occurred within the previous municipal year, resulting in a report to the Information Commissioner's Office, a Response from ICO re data breach and a formal complaint now being managed by the Monitoring Officer.

The Clerk declared an interest as she was the subject of the data breach. The COMMITTEE wished the Clerk to remain in the meeting to report on the matter.

Outcomes from the report to the ICO included the COUNCIL committing to ensuring that all STAFFING COMMITTEE members received data protection training, reviewing the Complaints Procedure and reviewing support offered to the subject of any breach.

The Clerk reported that with regards to the latter she had felt exposed regarding the data breach; it was a concern that there were limited options open to the COUNCIL in terms of actions to be taken. The time taken by the Monitoring Officer to resolve matters raised with them cut across the COUNCIL's own ability to take action to protect staff.

The newly-appointed COMMITTEE wished to begin its work with a clear and shared understanding of the legal, ethical and fiduciary duties that apply.

The Clerk reported that the Holme Valley Parish Council Code of Conduct was explicit, stating:

- *"I do not disclose information given to me in confidence by anyone…"* (Code of Conduct, s.4.1)
- *"…information relating to or held by the local authority must be treated in a confidential manner."* (Code of Conduct, s.4 – Guidance)

The Chair also referred to members' obligations under the Nolan Principles of Integrity, Objectivity, Accountability, and Leadership, and the requirement to act solely in the public interest.

The Clerk informed the COMMITTEE that:

1. All confidential information provided to members—whether in papers, briefings, emails, or verbal updates—should remain strictly within the Committee.
2. Members should not share, discuss, hint at, or allude to confidential staffing matters with any person outside the Committee, including other councillors.
3. Members should not use confidential information to advance any personal, political, or group interest.
4. Members should recognise that transparency, personal conscience, or political loyalty do not override statutory confidentiality obligations.
5. Any member who felt unable to comply with these requirements should not serve on the Staffing Committee.

RESOLVED UNANIMOUSLY: That the STAFFING COMMITTEE collectively and individually reaffirm and adopt a strict and unequivocal expectation that all members comply fully with the confidentiality requirements set out in the Holme Valley Parish Council Code of Conduct; that members acknowledge their fiduciary duty to act solely in the interests of the Council when handling confidential staffing information; and that any member who feels unable to adhere to these requirements should not serve on the Staffing Committee.

The COMMITTEE further discussed whether these explicit expectations should also apply to the work of FULL COUNCIL and other committees in as much as information of a confidential nature was regularly provided to all councillors via FULL COUNCIL and to members of specific committees and some matters were heard in private session. The STAFFING COMMITTEE was unique in supplying access for members to confidential information of a particular kind with reference to the COUNCIL's duties as an employer. Nevertheless, recent events demonstrated that there was a need with regards to the work of all councillors to spell out obligations under the Code of Conduct in the same way that this had been considered by the STAFFING COMMITTEE.

An ***ACTION*** for the Clerk was to place confidentiality obligations on the next FULL COUNCIL agenda for 7 September 2026 and include a motion mirroring that considered at this meeting. This would allow FULL COUNCIL to review the minutes of this STAFFING COMMITTEE meeting and confirm the confidentiality commitments of individual members and the Council as a whole.

2627 27 Staffing and Staff Training Budget 2026-7

The COMMITTEE received a *Staffing Income and Expenditure Budget Year to Date 2026-27* report prepared by the Deputy Clerk/RFO. There were no actions arising from the report.

The COMMITTEE ***RESOLVED*** to move item 2627 30 to follow item 2627 27 in agenda order.

2627 30 Training received by Officers

Clerk to report on training received by officers since 13 April 2026.

NOTED: training received by Officers since the STAFFING COMMITTEE MEETING on 13 April 2026 to include ongoing FiLCA training for the Assistant Clerk.

There was no upcoming training to approve and no further actions were considered.

2627 28 Appraisal/supervision

This item was heard in private session.

The clerk reported that job descriptions were being reviewed following changes to the Parish Council's committee structure.

The Staff Performance and Development Lead reported on the Clerk's appraisal 2025-26.

APPROVED: the Clerk's finalised appraisal for 2025-26.

2627 29 Other staffing matters

This item was heard in private session.

NOTED: The Clerk had given notice of her resignation with her last day working being Sunday 23 August 2026.

RESOLVED UNANIMOUSLY: That the Deputy Clerk/Responsible Financial Officer be appointed as Acting Clerk and Responsible Financial Officer with effect from 1 September 2026, on a temporary basis pending the outcome of the Kirklees Community Governance Review and any subsequent staffing restructure. That the Acting Clerk/RFO be remunerated at NJC SCP 35, pro-rated for 30 hours per week, to reflect the expanded responsibilities of the role and the increased weekly hours required to deliver the full Clerk and Proper Officer function alongside RFO duties, including clerking Full Council, Finance & Management Committee, and Staffing Committee.

RESOLVED UNANIMOUSLY: That the Assistant Clerk be appointed as Acting Deputy Clerk with effect from 1 September 2026, on a temporary basis pending the outcome of the Community Governance Review and any subsequent staffing restructure. That the Acting Deputy Clerk be remunerated at NJC SCP 26, pro-rated for 30 hours per week, to reflect the expanded responsibilities of the role, including clerking the Service Provision Committee, some finance-related tasks and providing additional support to the Acting Clerk/RFO.

RESOLVED UNANIMOUSLY: That both temporary arrangements be reviewed once the Community Governance Review outcome is known, or no later than January 2027, whichever is sooner.

RESOLVED UNANIMOUSLY: recommending to FULL COUNCIL that an additional STAFFING COMMITTEE meeting be scheduled for Monday 12 January 2027 at 7pm and that the schedule of meetings be amended to reflect this.

RESOLVED UNANIMOUSLY: approval of expenditure of up to £6,000 from the Staffing Budget line to fund any additional administrative support required by the Acting Clerk/RFO and the Acting Deputy Clerk.

An ***ACTION*** for the Acting Clerk/RFO was to liaise with the Staff Development and Performance Lead regarding any requirement for additional administrative support and in all relevant staffing matters.

RESOLVED UNANIMOUSLY: to recommend to FULL COUNCIL that, for the duration of the temporary acting arrangements and while the clerking team is operating at reduced capacity, no new projects, tasks or additional workstreams be placed upon the Acting Clerk/RFO and the Acting Deputy Clerk except where expressly authorised by resolution of FULL COUNCIL or the relevant committee. This is to ensure that the clerking team has sufficient capacity to discharge its core statutory, governance, financial and administrative responsibilities, and to maintain the ordinary business of the Council, rather than to limit properly authorised work.

RESOLVED UNANIMOUSLY: That the COMMITTEE further recommends to FULL COUNCIL that individual councillors and working groups should not make direct requests of the clerking team which require officer time or administrative resource, unless such work has first been approved through the Council's formal decision-making process, so that the corporate body retains oversight of priorities, workload and use of officer capacity.

RESOLVED UNANIMOUSLY: That the Staffing Committee approves the payment of 37 hours of authorised TOIL to the Clerk at their standard hourly rate as an operational exception to the contractual requirement to take TOIL as leave, and accepts the Clerk's waiver of any annual leave entitlement beyond leave already booked and approved as at 20 July 2026 and authorises the Deputy Clerk/Responsible Financial Officer to process the TOIL payment accordingly in the Clerk's final salary payment.

NOTED: an update with regards to the keeping of a confidential log.

NOTED: that an update regarding upgrading the HVPC phone system to enable the systematic recording of phone calls be brought to the meeting of the FULL COUNCIL on 7 September 2026.

Close of meeting: 8.02pm