

To Members of the Staffing Committee

You are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** to be held on **MONDAY 5 OCTOBER 2026 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.

2627 30 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.

2627 31 Apologies for absence.

7.16pm

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

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

2627 32 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. Clerk to report.

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

2627 33 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.

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2627 34 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.

2627 35 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.

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.

2627 36 Minutes for the Staffing Committee 7.21pm

TO NOTE: the Minutes of the STAFFING COMMITTEE MEETING held on 20 July 2026, numbered 2627 18 to 2627 29, **approved** at COUNCIL MEETING held on 7 September 2026 **(B)**.

TO CONSIDER: any further action(s) arising from the minutes of previous meetings of the STAFFING COMMITTEE not covered elsewhere.

2627 37 Policy on vexatious behaviour 7.22pm

TO CONSIDER: To review the requirement for a policy addressing vexatious, abusive, or unreasonable behaviour towards staff and other stakeholders, for subsequent recommendation to Full Council.

2627 38 Complaint by a Councillor against the Staffing Committee 7.30pm

At FULL COUNCIL 7 September 2026, the Chair reported that a formal complaint had been submitted to the Chair of Holme Valley Parish Council in July 2026. The complaint concerned the procedure followed by the Extraordinary Staffing Committee on 5 January 2026 when considering a separate complaint received in September 2025 relating to a member of staff, and the outcome of that earlier process.

FULL COUNCIL determined that:

- the complaint fell under the Holme Valley Parish Council Complaints Procedure

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- that the complaint should be handled under Section 7 (Standing Committee Procedure) and the relevant Standing Committee was the Staffing Committee, and,
- that the Staffing Committee was allowed to appoint an Investigation Lead or, if warranted, a suitable qualified independent investigator.

TO CONSIDER: If this Committee intends to contract with an external investigator in respect of this complaint.

If the above is approved, the Acting Clerk has drawn up a draft Invitation to Quote notice for consideration by this Committee. This would ask for quotations ahead of full Council 19 October 2026.

TO CONSIDER: The wording of a draft Invitation to Quote notice in respect of a complaint by a Councillor against the Staffing Committee. (C)

TO CONSIDER: Any other further actions in respect of the complaint ahead of Council 19 October 2026.

2627 39 Staffing matter – grievance update

7.40pm

The Monitoring Officer has now issued a Decision Notice in respect of a standards complaint against a Councillor by an employee. The Decision Notice has been formally issued to the Parish Council but, as the Monitoring Officer has not yet published the Notice, it will not be included in the public agenda papers. A copy will be circulated privately to members of the Staffing Committee along with a copy of the related grievance for consideration in exempt session under Schedule 12A, Category 1 (Information relating to an individual), as the findings may be relevant to the grievance.

The Council's grievance process should proceed solely in relation to the employment aspects of the grievance, namely:

- the officer's experience of the events;
- the impact of the events on their wellbeing and working conditions;
- whether the Council met its duty of care;
- any organisational failings; and
- any improvements required to prevent recurrence.

The grievance process cannot impose sanctions on councillors nor revisit or reinterpret the Monitoring Officer's findings.

TO CONSIDER: Any further actions in respect of the grievance.

2627 40 Staffing and Staff Training Budget 2026-7

7.53pm

The RFO/Acting Clerk has prepared a *Staffing Income and Expenditure Budget Year to Date 2026-27* report (Di) and a projected Expenditure Report based on the new pay scales. (Dii)

Acting Clerk to report further.

TO CONSIDER: any actions arising from the expenditure reports.

2627 41 Appraisal/supervision

7.58pm

Job descriptions are to be reviewed following interim changes to the Parish Council's committee structure. Acting Clerk to report.

TO CONSIDER: any further actions arising from the update.

2627 42 Future staffing needs - potential restructure:

8.00pm

With the resignation of the former Clerk and the pending retirement of the RFO/Acting Clerk, the Parish Council has an opportunity to restructure its staffing to better meet the ongoing needs of the Parish Council.

Members should be aware that the longstanding (since 2019) proper officer arrangements of 1. Clerk 2. RFO only arose due to circumstance. It was not planned in 2019 to have a separate Clerk and RFO, but that is how it turned out given the person specifications of suitable candidates.

The Council and this Committee might wish to consider a restructure whereby a Clerk/RFO in one person is recruited for 2027/28 and supported by a Deputy or Assistant Clerk.

It might also be noted that in the recruitment of the Clerk in both 2019 and in 2021, qualified nor even experienced Clerks did not apply for the role at Holme Valley Parish Council Clerk. Given the more complex issues that officers are dealing with in 2026, recruiting an experienced, qualified Clerk might need to be prioritised.

Officers attempted to report to this Committee on Clerk and Clerk/RFO salaries. The Acting Deputy Clerk working with AI drafted the Staffing Sector Comparator Research report. (Ei) The Acting Clerk populated the table of Clerk/RFO recruited posts from NALC in 2025-26. (Eii) Both attempt to find ways of comparing Clerk/RFO salaries over different Councils, - comparing precept levels, employees, and service delivery. But it is very difficult to draw definitive conclusions given that all Councils are very different from each other.

TO CONSIDER: any actions arising from other staffing matters, as reported.

2627 43 Exit Interview of the former Clerk

8.20pm

To receive the exit interview of the former Clerk. (F)

TO CONSIDER: Any further actions in respect of the exit interview

2627 44 Training received by Officers

8.25pm

Clerk to report on training received by officers since 20 July 2026.

TO NOTE: training received by Officers since the STAFFING COMMITTEE MEETING on 20 July 2026 and **APPROVE** any upcoming training.

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

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Close of meeting

8.30pm

Please note that timings on the agenda are given for guidance of the Chairman and the Council only and should not be taken as the time at which discussion of a particular item will commence. The Committee may agree to defer (in whole or part) any items on the Agenda, if necessary.



Mr Richard McGill
Responsible Finance Officer and Deputy Clerk to the Council

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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.

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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.

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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.

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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.

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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

Invitation to Quote – Investigation into a complaint by a Parish Councillor

1. Introduction

The Parish Council invites quotations from suitably qualified organisations to undertake an investigation into a complaint by a Parish Councillor of the Council's Staffing Committee's handling of an earlier complaint submitted by the same councillor.

2. Requirements

The appointed investigator must demonstrate:

- Experience conducting independent governance or standards investigations for parish, town, or local authorities
- Strong knowledge of local council governance, committee procedure, and complaints handling
- Understanding of conflicts of interest, public-sector ethics, and record-keeping requirements
- Ability to produce clear, balanced, evidence-based reports

3. Background

A councillor submitted a formal complaint about a member of staff. The Staffing Committee considered that complaint. Following the Committee's handling of the matter, the councillor raised a complaint relating to procedural fairness, handling of evidence, potential conflicts of interest, and record-keeping.

The Council has not formed any view on the validity of these concerns. The purpose of commissioning an independent review is to ensure the matter is examined objectively and transparently.

4. Scope of the Investigation

Carry out an investigation in accordance with the Parish Council's Complaints Policy, with particular reference to Appendix B.

5. What Your Quote Should Include

Please provide:

- A short proposal outlining your approach and methodology
- Details of relevant experience and qualifications
- Examples of similar investigations undertaken
- Proposed timescale
- Fee structure, including:

- Day rates or fixed fee
 - Any anticipated expenses
 - VAT status
- Any assumptions or limitations

6. Procurement Process

Quotes will be assessed on:

- Relevant expertise
- Independence and impartiality
- Quality of methodology
- Proportionality of cost
- Ability to meet the required timescale

7. Submission Deadline

Quotes should be submitted by 12th October to clerk@holmevalleyparishcouncil.gov.uk.

7. Contact for Queries

Any questions regarding this Invitation to Quote should be directed to:

Richard McGill
Acting Clerk
Holme Valley Parish Council
clerk@holmevalleyparishcouncil.gov.uk

Detailed Income & Expenditure by Budget Heading 31/08/2026

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Staff Expenditure</u>								
4000 Salaries	8,591	42,125	104,316	62,191		62,191	40.4%	
4060 Staff Training	0	506	2,300	1,794		1,794	22.0%	
Staff Expenditure :- Indirect Expenditure	8,591	42,631	106,616	63,985	0	63,985	40.0%	0
Net Expenditure	(8,591)	(42,631)	(106,616)	(63,985)				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	8,591	42,631	106,616	63,985	0	63,985	40.0%	
Net Income over Expenditure	(8,591)	(42,631)	(106,616)	(63,985)				
Movement to/(from) Gen Reserve	(8,591)	(42,631)	(106,616)	(63,985)				

Income and Expenditure against Budget 2026-27 Projected

Holme Valley Parish Council

CODE	DESCRIPTION		Starting Budget	Virements	Reconcile 2025-26	April	May	June	July	August	September	October	November	December	January	February	March	Total	Remaining	
<u>110 Staff Expenditure</u>																				
4000	Salaries	90.75%	£104,316	£0	£0.00	£8,465.67	£8,391.09	£8,338.46	£8,338.46	£8,591.48	£9,226.43	£7,220.00	£7,220.00	£7,220.00	£7,220.00	£7,220.00	£7,220.00	£94,671.59	£9,644.41	4000
4060	Staff Training	22.00%	£2,300	£0	£0.00	£506.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£506.00	£1,794.00	4060
	Total Staff Expenditure	89.27%	£106,616	£0	£0.00	£8,971.67	£8,391.09	£8,338.46	£8,338.46	£8,591.48	£9,226.43	£7,220.00	£7,220.00	£7,220.00	£7,220.00	£7,220.00	£7,220.00	£95,177.59	£11,438.41	
																			OK	

Senior Officer Staffing Structure and Sector Comparator Research

Holme Valley Parish Council | Staffing Committee background research | September 2026

Purpose. To support informed member consideration of whether the vacant Clerk role should be replaced on a similar basis, combined with the Responsible Financial Officer (RFO) function, or restructured in another way. The comparator evidence therefore looks beyond salary and population to the factors that materially affect workload and job size.

1. Executive summary

- There is no reliable sector formula linking population directly to the salary of a Clerk, Town Clerk or Chief Officer. Councils with similar populations can have radically different staffing establishments, budgets, asset portfolios and directly delivered services.
- For Holme Valley, population is therefore an important context measure but a weak standalone comparator. HVPC serves a relatively large population and geographical area, while its direct staffing and operational service model is leaner than a number of councils of comparable population.
- Both combined Clerk/RFO and separate Clerk and RFO models are commonplace. A combined statutory role does not necessarily mean that one person carries out all routine finance work: several councils place RFO responsibility with the senior officer while retaining finance staff or other support beneath the post.
- The strongest basis for any pay decision is the final job description and a formal job evaluation. The comparator evidence is best used to test whether the resulting grade and structure look reasonable in the sector, rather than to set salary by copying another council.

2. Holme Valley baseline

Holme Valley has a 2021 population of approximately **27,206**. For 2026/27 the council approved a budget of approximately **£410,164**, a precept of **£447,717** and a Band D charge of approximately **£41.27**. Staffing provision in the budget is approximately **£104,316**. [1][2]

Immediately before the Clerk vacancy, the published officer establishment comprised the Clerk/Proper Officer, Deputy Clerk/RFO and Assistant Clerk. Operational maintenance of benches, shelters, memorials, adopted phone boxes and Holmfirth public toilets is largely contracted rather than delivered by a sizeable in-house works team. [3]

HVPC nevertheless has a broad governance and community remit including public toilets; partnerships connected with The Civic, Holmfirth and Honley Library; street furniture and community assets; community grants; youth provision; bus support; road-safety work; events and Christmas provision. [4]

3. Sector comparator snapshot

Councils are drawn principally from the 2026 NALC job adverts collated by officers, supplemented by published council information. “Current equivalent” converts older SCP adverts to the 2026/27 NJC scale where the SCP range is clear. [5][6]

Council	Scale / finance	Staffing & services	Senior officer structure	Pay evidence
Holme Valley PC	Pop. 27,206 Budget £410k Precept £447.7k Band D £41.27	3 officers before vacancy; operational maintenance mainly contracted. Broad governance/community remit.	Previously separate Clerk and Deputy Clerk/RFO. Structure under review.	Current vacancy / structure under review.
Bersted PC	Pop. c.10,134 Precept c.£167k Band D c.£46.49	Employees/contractors; Jubilee Hall/grounds; The Spinney; Deputy Clerk evidenced.	Combined Clerk/RFO, 35 hrs.	SCP33-41. 2026/27 equivalent c.£45,529-£54,143.
Otley TC	Pop. c.14,114 Precept c.£512.5k	Office team; allotments; public toilets; nature area; in-house finance support.	Combined Executive Officer/RFO plus separate Finance Officer.	Old SCP37-41 advert £48,226-£52,413; current £49,817-£54,143.
Middlewich TC	Pop. c.14.4k Spend c.£633.7k Precept c.£679.4k	Town/Victoria halls, cemetery, rangers, floral displays, CCTV/events; facilities staff.	Recruiting full-time Clerk/RFO plus 30h Deputy Clerk.	£45,091-£57,139; current equivalents c.£46,579-£59,025 (SCP34-45).
Towcester TC	Pop. c.10,767 Precept c.£822.5k Band D c.£151	Clerk, Deputy, Facilities & Ops, Finance Officer, admin and operational staff.	Combined Clerk/RFO plus Finance Officer.	Old SCP46-54 £58,523-£72,307; current £60,454-£74,693.
Bridlington TC	Pop. c.35,012 Large electorate	Lean team: part-time Clerk, part-time RFO, Deputy and maintenance staff.	Separate Clerk and RFO.	Current 37h Town Clerk recruitment from £50,000; earlier advert £40,000.
Congleton TC	Pop. c.28.5k Precept c.£1.586m Band D c.£138.33	Large town-hall + streetscape workforce; direct cleansing/grounds and facility/asset services.	Separate Chief Officer and Finance Manager/RFO, with finance support.	Old SCP55-59 £74,454-£82,815; current £76,911-£85,548.
Crowborough TC	Pop. c.21,688 Spend c.£2.34m Precept c.£1.835m	Direct recreation grounds, nature reserves, allotments and cemeteries.	Separate full-time RFO reporting to Clerk.	Current SCP37-41 RFO: £49,817-£54,143.
Lyme Regis TC	Pop. c.3.6-3.7k	c.26 office/external works staff; high operational/commercial intensity.	Published Clerk/Proper Officer/RFO combined; finance structure appears under change.	Old SCP50-54 £64,373-£72,307; current £66,497-£74,693.
Crich PC	Smaller parish; lower-scale control	Recreation ground/trust, burial ground, toilets/land; 8h Assistant Clerk.	Combined Clerk/RFO, 23 hrs/week.	£36,581-£42,123 FTE; actual £22,738.52-£26,180.48 for 23h.

Note: Figures are desk-research comparators, not a job evaluation. Service descriptions are deliberately high-level and should be read alongside the detailed sources in section 7.

4. What the comparators indicate

Combining Clerk and RFO is commonplace. Bersted, Otley, Middlewich, Towcester and Crich all provide examples of a combined senior statutory role at different scales.

Keeping the roles separate is also established practice. Bridlington separates Clerk and RFO despite a relatively lean establishment. Congleton and Crowborough separate finance responsibility in much larger operational organisations.

Combined Clerk/RFO does not mean one person does all finance work. Otley combines Executive Officer and RFO responsibility but also employs a Finance Officer. Towcester combines Clerk/RFO while retaining a Finance Officer. This creates a viable third model between two fully separate senior posts and a single unsupported Clerk/RFO.

Population is a weak proxy for job size. Congleton is close to Holme Valley in population but has a precept more than three times as large and a much bigger directly employed workforce. Lyme Regis is tiny by population yet supports a high-level senior role because of its commercial, asset and service responsibilities.

Financial and operational scale matter heavily. Councils administering million-pound-plus precepts, large operational teams, cemeteries, major venues or substantial public-realm services tend to carry more senior management and/or finance capacity than councils with similar populations but leaner service models.

5. Current NJC pay context

The 2026/27 NJC pay award was published in August 2026 and increased the national spinal column points by 3.3%, backdated to 1 April 2026. This means several adverts published earlier in the year show the previous cash values even though the underlying SCP range remains useful for comparison. [6]

Scale	SCP range	2026/27 full-time salary range
LC3 below substantive	SCP33-36	£45,529-£48,738
LC3 substantive	SCP37-41	£49,817-£54,143
LC3 above substantive	SCP42-45	£55,224-£59,025
LC4 below substantive	SCP46-49	£60,454-£64,926
LC4 substantive	SCP50-54	£66,497-£74,693
LC4 above substantive	SCP55-62	£76,911-£92,021

On the comparator evidence, a redesigned full-time HVPC Clerk/RFO would reasonably need to be tested through the LC3 ranges in formal job evaluation rather than being assigned a grade simply from population. Otley is a particularly useful comparator: a combined senior/RFO post, substantial office support and a precept slightly higher than HVPC, with the senior role historically at SCP37-41. Middlewich has more direct operational responsibility and a broader SCP34-45 range. Bersted is much smaller but advertises SCP33-41.

Important: The comparator evidence should not be read as an officer recommendation that the post must sit at a particular SCP. The salary should follow the agreed structure, duties and formal job evaluation.

6. Structural options for member consideration

A. Full-time Clerk/RFO with appropriate finance/administrative support

One senior officer carries Proper Officer and RFO responsibility. Routine finance processing and administration can still be delegated to supporting staff. This model is well represented in the comparator group.

B. Full-time Clerk plus a separate part-time or specialist RFO

Governance/corporate leadership and statutory finance responsibility remain separate. This can provide additional checks and specialist finance capacity, but creates two distinct senior responsibilities and requires clear role boundaries.

C. Separate senior Clerk and RFO posts

Most readily evidenced in councils with materially larger budgets, direct-service operations or staffing establishments. Members would need to be satisfied that HVPC workload and organisational complexity justify two senior roles rather than a combined statutory post with support.

Suggested comparison factors for Staffing Committee papers: population/electorate; precept and total expenditure; Band D precept; directly employed FTE; contracted-out services; assets and facilities; extent of direct service delivery; number and seniority of staff reporting to the Clerk; whether Clerk and RFO are combined; level of finance support; weekly hours; SCP/grade; and current-equivalent salary.

7. Sources and notes

- [1] Holme Valley Parish population profile. <https://holme-valley.parish.uk/>
- [2] HVPC Full Council papers / 2026-27 budget. https://www.holmevalleyparishcouncil.gov.uk/wp-content/uploads/2026/03/Ai-2026_03_23-Agenda-and-All-in-1-Full-Council-v2.pdf
- [3] HVPC Staffing Committee / officer information. <https://www.holmevalleyparishcouncil.gov.uk/your-council/committees/staffing-committee/about-the-staffing-committee/>
- [4] HVPC 2026/27 precept and service overview. <https://www.holmevalleyparishcouncil.gov.uk/parish-precept-2026-2027/>
- [5] NALC Jobs Newsletter compilation supplied by HVPC officers. Source document: NALC Jobs newsletters, January-September 2026 (attached research pack).
- [6] NALC announcement of 2026/27 pay scales. <https://www.nalc.gov.uk/resource/nalc-publishes-updated-local-government-pay-scales-for-2026-27.html>
- [7] Published 2026/27 SCP table used for current-equivalent figures. <https://stocktonheath-pc.gov.uk/meeting-of-full-council-7pm-tuesday-8th-september-2026-stockton-heath-library/>
- [8] Otley Town Council officers. <https://www.otleytowncouncil.gov.uk/council/executive-officers-team/>
- [9] Middlewich Town Council officers. <https://middlewichtowncouncil.gov.uk/council/councillors-officers/council-officers>
- [10] Towcester Town Council staff. <https://www.towcester-tc.gov.uk/council-staff-officers/>
- [11] Bridlington Town Council vacancies. <https://bridlington.gov.uk/vacancies>
- [12] Congleton Town Council staff. <https://www.congleton-tc.gov.uk/council/your-council/meet-the-team/>
- [13] Crowborough Town Council RFO vacancy (NALC). <https://www.nalc.gov.uk/job/responsible-financial-officer-crowborough-town-council.html>
- [14] Lyme Regis Town Council staff. <https://www.lymeregistowncouncil.gov.uk/staff>
- [15] Crich Parish Council Clerk/RFO vacancy (NALC). <https://www.nalc.gov.uk/job/clerk-and-responsible-financial-officer-crich-parish-council.html>

Council name	Region	Role title	Role type	SCP min	SCP max	Advertised	Salary min.	Salary max (£)	Hours	Precept (£)	Tax base	Population	Employees	Services summary
						(£) current	(£) current	Salary max (£)						
						Salary min	Advertised scale	scale						
Newport & Carisbrooke Community Council	Isle of Wight	Clerk & Proper Officer	Combined	37	41	£48,226.00	£52,413.00	£49,817.00	£54,143.00	FTE	£840,346	8,380	27,000	6 allotments, public toilets, open spaces, recreation grounds, Christmas lights, dog bins, an Environment Officer, and road crossing patrols
Bexhill-on-Sea Town Council	Sussex	Town Clerk	Likely combined	33	58	£44,075.00	£80,021.00	£45,529.00	£83,488.00	FTE	£917,440	17,319	46,000	10 allotments, toilets, park rangers, engagements and events
Blandford Forum Town Council	Dorset	Town Clerk	Combined	42	46	£53,460.00	£58,523.00	£55,224.00	£60,454.00	FTE	£921,873	3,631	10,400	16 cemetery, play areas, allotments, Woodhouse Gardens, markets, CCTV, public toilets, sports pitches, skate park, outdoor fitness equipment, grit bins, churchyard
Shotton Parish Council	County Durham	Parish Clerk & RFO	Combined	24	32	£35,412.00	£42,839.00	£36,581.00	£44,253.00	PT 20h	£147,000	1,157	3,455	allotments, cemetery, park, play areas, grass-cutting, grounds maintenance, community buildings, litter bins, seating, grants, recreation, war memorial maintenance, sports pitches, environmental services, community support, e-café, information centre
Rye Town Council	Sussex	Town Clerk & RFO	Combined	35	43	£46,000.00	£54,000.00	£47,500.00	£56,000.00	FTE	£284,883	1,973	4,999	3 Town Steward maintenance services, public toilets, Rye Skate Park, Town Hall (weddings & civic functions), allotments, playing fields, heritage centre (leased), discounted housing scheme,
Thornbury Town Council	Avon	CEO & RFO	Combined	42	45	£51,802.00	£55,367.00	£53,000.00	£57,000.00	FTE	£967,612	5,840	12,063	parks, green spaces, cemetery, playgrounds, skate park, Town Hall, St Mary's Shopping Centre toilets
Witley & Milford Parish Council	Surrey	Clerk & RFO	Combined	33	37	£44,075.00	£48,226.00	£45,529.00	£49,817.00	FTE	£283,159	3,536	8,127	3 open spaces, playgrounds, Milford Cemetery, allotments, amenities & environment services, planning & highways consultations
Loughton Town Council	Essex	Town Clerk	Likely combined	50	54	£64,300.00	£72,300.00	£66,490.00	£74,690.00	FTE	£1,061,038	13,184	33,338	16 playgrounds, open spaces, allotments, tennis courts, outdoor gyms, community halls, bus shelters, floral displays, street nameplates, salt/grit bins, cemetery, heritage plaques, football pitch hire, war memorials, weddings
Pocklington Town Council	East Riding	Town Clerk	Likely combined	46	49	£58,253.00	£62,852.00	£60,454.00	£64,926.00	FTE	£601,124	4,464	11,560	21 Pocklington Arts Centre, cemetery, closed churchyard, allotments, West Green, Broadmanor Park, Victoria Road Park, Primrose Wood, street furniture, planting, waste bins, hanging baskets, Christmas lights, community events
Madeley Town Council	Shropshire	Town Clerk	Likely combined	37	41	£48,226.00	£52,413.00	£49,817.00	£54,143.00	FTE	£94,805	1,627		14 Community services and events (e.g., Summer Holiday Activities) , Room hire and community facilities at Jubilee House (income generation) , The Hub on the Hill regeneration project, Anstice Memorial Hall (strategic oversight)
Towcester Town Council	Northamptonshire	Town Clerk & RFO	Combined	46	54	£58,523.00	£72,307.00	£60,454.00	£74,693.00	FTE	£749,962	5,261	12,000	Play areas, maintenance of open spaces, Towcester Town Hall, The Sawpits Centre (community centre for clubs and organisations), Towcester Youth & Community Centre, Allotments, cemetery management, Closed churchyard maintenance
Kington Town Council	Herefordshire	Town Clerk & RFO	Combined			£42,708.00	£45,718.00	£44,100.00	£47,000.00	Pro-rata	£134,000	922	2,437	1 Allotments, grants
Nailsworth Town Council	Gloucestershire	Town Clerk & RFO	Combined	37	41	£48,226.00	£52,413.00	£49,817.00	£54,143.00	FTE	£491,059	2,176	5,732	7 Green spaces, Town Hall, Civic Centre & Mortimer Room, Visitor Information Centre in the Library, Dunkirk Mill Museum, Sole Trustee of the Arkell Community Centre
Congleton Town Council	Cheshire	Chief Officer & Town Clerk	Combined	55	59	£74,454.00	£82,815.00	£76,911.00	£85,548.00	FTE	£1,333,233	11,355		Maintenance, Congleton Information Centre, Paddling Pool, Town Hall events hire, events
Otley Town Council	Yorkshire	Executive & RFO	Combined	37	41	£48,226.00	£52,413.00	£49,817.00	£54,143.00	FTE	£502,480	5,102		7 Allotment sites, Nature Area, grants, manages heritage assets, toilets, events
Normandy Parish Council	Surrey	Parish Clerk & RFO	Combined	24	32	£35,412.00	£42,839.00	£36,581.00	£44,253.00	Pro-rata	£9,945	139	3,114	1 Manages community assets
Chard Town Council	Somerset	Town Clerk & RFO	Combined	53	60	£70,176.00	£84,852.00	£72,492.00	£87,652.00	FTE	£1,185,000	4,660	14,000	Community grants, Civic events, mayoral invitations, school visits, charity fundraising, public events, celebrations, Thursday Market, Guildhall hire, The Hive – Youth Provision Service Level Agreement, including outreach in parks and town centre
Charlwood Parish Council	Surrey	Parish Clerk & Proper Officer	Combined	23	27	£34,434.00	£38,220.00	£35,570.00	£39,481.00	Pro-rata	£78,183	1,081	2,400	3 p/t Recreation Ground, grounds maintenance, external gym, football, outdoor table tennis table, benches, Charlwood Pavilion, children's playground
Farnham Town Council	Surrey	Town Clerk	Likely combined	55	60	£74,454.00	£82,852.00	£76,911.00	£85,548.00	FTE	£1,535,300	18,398	42,000	17 Grounds maintenance team, Farnham in Bloom, Cemetery and burial services, including administration and maintenance, tourism
Ollerton & Boughton Town Council	Nottinghamshire	Clerk & RFO	Combined	42		£53,460.00	£56,730.00	£55,224.00	£58,500.00	FTE	£539,185	3,057	12,000	
Bridlington Town Council	East Riding	Town Clerk	Likely combined	30	30	£40,000.00	£40,000.00	£42,000.00	£42,000.00	FTE	£339,158	11,755	11,118	9 footway lighting, Christmas lighting & festival, Gasworx skatepark maintenance, Old Town public toilets, Remembrance Service, Armed Forces Day contribution, town events, flags, newsletter, and small grants
Newby & Scalby Town Council	Yorkshire	Town Clerk	Likely combined	24	28	£35,412.00	£39,152.00	£36,581.00	£40,444.00	Pro-rata	£123,768	3,901	9,000	1 Seats, outdoor spaces, playground, allotments, playing fields, maintenance
Yarm Town Council	Cleveland	Town Clerk	Likely combined			£25,568.00	£31,746.00	£26,420.00	£32,570.00	FTE	£141,683	3,574	8,686	1 Allotments, Cemetery and Chapel, Fields & Play Areas, woodland, street décor, heritage centre, Fellowship Hall, Bowling Club
Bicester Town Council	Oxfordshire	Town Clerk	Likely combined	50	54	£64,373.00	£72,307.00	£66,497.00	£74,693.00	FTE	£1,872,968	13,439		2 Allotments, cemetery, park, play area, open spaces, sports pitches, concerts, fun days, Christmas lights, newsletter
Lyme Regis Town Council	Dorset	Town Clerk & RFO	Combined	50	54	£64,373.00	£72,307.00	£66,497.00	£74,693.00	FTE	£163,254	2,372	4,000	26 Gardens, cemetery, skatepark, outdoor gym, games area, children's play facilities , mini golf, table tennis, putting green, beach huts (booking system), maintenance on the seafront, park and ride service , community bus services, magazine
Middlewich Town Council	Cheshire	Town Clerk & RFO	Combined	34	45	£45,091.00	£57,139.00	£46,579.00	£59,025.00	FTE	£655,220	5,138	14,600	7+ Town Hall and Victoria Hall, room hire, office hire, bar hire, maintenance of green spaces, hanging baskets &c. cemetery & allotments
Wimborne Minster Town Council	Dorset	Town Clerk & RFO	Combined	42	49	£53,460.00	£62,852.00	£55,224.00	£64,926.00	FTE	£614,704	4,139	9,000	11 Play areas and recreation grounds, skate area, pétanque court, Christmas Switch On, allotments, cemetery, weddings etc, street furniture, bus service, citizens advice
Crich Parish Council	Derbyshire	Clerk & RFO	Combined	24	30	£36,581.00	£42,123.00	£36,581.00	£42,123.00	Pro-rata	£114,349	1,494	4,000	Allotments, village hall, cemeteries & crematoria, including war memorial maintenance, Public facilities (litter bins, seats, public toilets, public clocks)
Bersted Parish Council	Sussex	Clerk & RFO	Combined	33	41	£44,075.00	£52,413.00	£45,429.00	£54,143.00	FTE	£159,189	3,521	11,500	
Halewood Town Council	Merseyside	Town Council Manager	Clerk-only	37	45	£48,226.00	£57,139.00	£49,817.00	£59,025.00	FTE	£568,909	5,826	21,000	12 Parks & Green Spaces, Community Centres x2, Halewood Carnival, Halewood Culturefest, Christmas lights
Worplesdon Parish Council	Surrey	Clerk to the Council	Clerk-only	33	36	£44,075.00	£47,181.00	£45,529.00	£48,738.00	FTE	£387,125	3,746	9,000	5 Public open spaces, maintenance, play areas, bus shelters, benches, recreation ground, play area, tree management
Buckhurst Hill Parish Council	Essex	Parish Clerk	Clerk-only	37	45	£48,226.00	£57,139.00	£49,817.00	£59,025.00	FTE	£371,215	5,258	12,000	8 Two community halls, ball park, recreation ground, allotments, Christmas parties
						£49,752.93	£57,246.62	£51,366.41	£59,120.41		£581,446	5,607		
Holme Valley Parish Council - former Clerk	Yorkshire	Parish Clerk	Clerk-only	29	32			£41,177.00	£44,253.00	FTE	£447,780	10,784.00		
Holme Valley Parish Council - RFO/Deputy Clerk	Yorkshire	Parish Clerk	RFO-only	29	31			£41,177.00	£43,149.00	FTE	£447,780	10,784.00		
Holme Valley Parish Council - RFO and Acting Clerk	Yorkshire	Parish Clerk	Clerk&RFO	35					£47,665.00	FTE	£447,780	10,784.00		