HOLME VALLEY PARISH COUNCIL

MEETING OF THE STAFFING COMMITTEE
MONDAY 5 OCTOBER 2026 at 19:00 HRS
THE CIVIC, HOLMFIRTH, HD9 3AS

IN THE CHAIR: Cllr Glenn Kirkby
ATTENDING: Cllr M Blacka, Cllr J Holmes, Cllr A Morgan, Cllr S Ransby
APOLOGIES/REASON APPROVED: all present
OFFICER: Rich McGill

DRAFT MINUTES

Public question time.

No members of the public were present.

2627 30 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 31 Apologies for absence.

All Members were present.

2627 32 Items on the agenda to be discussed in private session

RESOLVED: to consider the following items on the agenda in private session: item 2627 39 and item 2627 43.

2627 33 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.

2627 34 Officers' interests in items on the agenda.

RECEIVED: the Officer's interests in items on the agenda as follows:

- **2627 42 Future staffing needs - potential restructure**

Signed: _____

2627 35 Receipt of Revised Declarations of Pecuniary Interest

No revised declarations of pecuniary interests had been received from Committee members.

No revised declarations of pecuniary interests had been received from members of the Clerking team.

2627 36 Minutes for the Staffing Committee

NOTED*:* 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 were noted**.**

The Committee considered any further action(s) arising from the minutes of previous meetings of the STAFFING COMMITTEE not covered elsewhere.
RESOLVED: No further action.

2627 37 Policy on vexatious behaviour

The Committee considered the need for a policy addressing vexatious, abusive, or unreasonable behaviour towards staff and other stakeholders, for subsequent recommendation to Full Council.
RESOLVED: A small working group consisting of Cllr Blacka and Cllr Morgan would undertake a draft of such a policy for consideration by full Council.

2627 38 Complaint by a Councillor against the Staffing Committee

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
- 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 and Investigation Lead or, if warranted, a suitable qualified independent investigator.

The Committee considered whether it intends to contract with an external investigator in respect of this complaint.
RESOLVED: The Committee would contract with an external contractor in respect of this complaint.

Signed: _____

The Acting Clerk had drafted an Invitation to Quote notice for consideration by this Committee regarding the above. This had asked for quotations ahead of full Council 19 October 2026. The Committee considered the draft Invitation to Quote.
RESOLVED: The wording of the draft Invitation to Quote was approved, though Members wondered if the timeframe was realistic.

The Committee considered any further actions in respect of the complaint ahead of Council 19 October 2026.
RESOLVED: No further action.

2627 39 Staffing matter – grievance update

The Committee acknowledged that the Kirklees Monitoring Officer had now issued a Decision Notice in respect of a standards complaint against a Councillor by an employee. The Decision Notice had been formally issued to the Parish Council but, as the Monitoring Officer has not yet published the Notice, it was not included in the public agenda papers.

Members were advised that the Council's grievance processes 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 could not impose sanctions on councillors nor revisit or reinterpret the Monitoring Officer's findings.

In light of the above, the Committee considered the grievance.

RESOLVED: That the Parish Council would seek HR support for the grievance and in support of the person making the grievance. The Acting Clerk would contact relevant external HR organisations both in terms of resolving the ongoing grievance and, potentially, in securing ongoing, contractual HR support for the Parish Council.

2627 40 Staffing and Staff Training Budget 2026-7

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

The Acting Clerk reported that employment-related costs in August had been higher than normal due to the backdated pay award, and the payment of the former Clerk's T.O.I.L.

The Acting Clerk reported that, due to the departure of one member of the Clerking team, the projected Staffing costs for 2026-27 would be around £9,000 under budget.

The Committee considered any further actions.

RESOLVED: No further action.

Signed: _____

2627 41 Appraisal/supervision

Acting Clerk reported that job descriptions would be reviewed following interim changes to the Parish Council's committee structure. Members suggested that, given the pending changes to the staff team, - restructure of roles and retirement, - that this should not be prioritised.

Members considered any further actions arising from the update.
RESOLVED: It was resolved that the amendment of job descriptions should not be high priority.

2627 42 Future staffing needs - potential restructure:

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 were made 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 Committee was advised that the Council 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 was also 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, the Officer suggested that recruiting an experienced, qualified Clerk might need to be prioritised.

Officers had attempted to report to this Committee on comparative Clerk and Clerk/RFO salaries. The Acting Deputy Clerk had drafted the Staffing Sector Comparator Research report. The Acting Clerk had populated the table of Clerk/RFO recruited posts from NALC in 2025-26. Both reports had attempted to find ways of comparing Clerk/RFO salaries over different Councils, - comparing precept levels, employees, and service delivery. But the Officer suggested that it was very difficult to draw definitive, comparative conclusions from the information since all Councils are very different from each other and none are the same.

The Committee considered any actions arising from other staffing matters, as reported. Some Councillors suggested that the roles of the Clerk and the RFO should be recruited for immediately. Other Councillors suggested that, due to the ongoing governance review that might lead to Honley-Brockholes splitting off from Holme Valley Parish Council, recruitment should be delayed.
RESOLVED: It was resolved that a cross-party working group should be set up at full Council with a view to planning proposed staffing restructures 1. with Holme Valley Parish Council continuing as now and 2. with Holme Valley Parish Council splitting into a. Honley-

Signed: _____

Brockholes Parish Council and b. the remaining Holme Valley Parish Council. It was suggested that the members of the working group should put themselves forward based on their experience with recruitment and human resources.

2627 43 Exit Interview of the former Clerk

The Committee reviewed the exit interview of the former Clerk and considered any further actions in respect of the exit interview. There was some discussion about the former Clerk's suggestion regarding having a Strategy Committee with members of that Committee being role-holders for strategic strands of the Council's priorities. The same Committee, as per the former Clerk's suggestion, would also act as the Staffing Committee.

The Committee considered any further actions in respect of the former Clerk's exit interview. Members expressed concern that they had felt unable to support the former Clerk effectively with some of her concerns and were dismayed by the slowness and ineffectiveness of the monitoring officer in terms of managing code of conduct complaints.

RESOLVED: It would be suggested to Council to build into Standing Orders that Councillors would have to undergo induction training to be allowed to join Committees. Other than matters in respect of the ongoing grievances, the suggestions regarding a Strategy Committee would be deferred to the newly elected Council 2026/27.

2627 44 Training received by Officers

The Acting Clerk reported that he was to attend training on the new Digital AGAR in November.

The meeting closed at 2030hrs.

Signed: _____