Holme Valley Parish Council

To: All Members of the Council

You are hereby summoned to attend this **EXTRAORDINARY MEETING OF HOLME VALLEY PARISH COUNCIL** to be held on **MONDAY, 16 NOVEMBER 2026** at **7pm** in **THE EXHIBITION ROOM, THIRD FLOOR, THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS.**

This Extraordinary Meeting has been called by the Chair of the Council for the transaction of the following business –

- AGENDA – (A)

2627 113 Public Question Time **7.00pm**

To receive questions and representations from members of the public.

PROCEDURAL MATTERS

2627 114 Recording of public meeting **7.15pm**

The meeting is being recorded by the Officer for the Holme Valley Parish Council YouTube channel. The Chair to check whether any members of the public wish to record the meeting.

2627 115 Items to be heard in private session **7.16pm**

TO CONSIDER: any agenda items to be heard in private session.

Any recording should be halted during such items and members of the public asked to leave the meeting.

2627 116 Apologies and reasons for absence **7.17pm**

Apologies and reasons to be circulated prior to the meeting. Acting Clerk/RFO to report.

TO CONSIDER: apologies for absence.

2627 117 Receipt of written Declaration of Pecuniary and Other Interests **7.18pm**

TO NOTE: receipt of any written declaration(s) of pecuniary and other interests.

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2627 118 **Councillor declarations of interests in agenda items and written dispensations** **7.19pm**

TO RECEIVE: Councillor declarations of interest and written dispensations in relation to items on this agenda.

2627 119 **Officer declarations of interests in items on the agenda** **7.20pm**

TO RECEIVE: Officer declarations of interest in relation to items on this agenda.

2627 120 **Staffing Structure Working Group report - defining and recruiting a new officer team ahead of Council year 2027/28** **7.21pm**

The Staffing Structure Working Group was established at Full Council 5 October 2026, with a view to considering the restructuring of the Holme Valley Parish Council officer team and managing officer recruitment. The Working Group has written a report including recommendations on staffing structures, proposed salaries, recruitment, and a timetable for the full process. **(B)**

TO CONSIDER: That Full Council endorses the recommendations of the Working Group, as amended in the meeting if applicable, and authorises the Working Group to continue its work as planned

CLOSE 7.25pm

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 Council may agree to defer (in whole or part) any items on the Agenda, if necessary.



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

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Holme Valley Parish Council

Extraordinary Meeting, Monday 16 November '26
Report from the Working Group on Staffing Structure

Context

The Working Group was set up at a meeting of the Full Council on 5 October 26. The members of the Working Group are Cllrs Bellamy, Blacka and Davis. The Group started with exploratory email exchanges and then Cllrs Bellamy and Blacka met on 6 November '26.

This document lists the recommendations made by the Working Group and asks the permission of the Council to continue its work, as outlined.

Recommendations from the Working Group

- The staffing structure will be:
  - Clerk Proper Officer / RFO (Full Time)
  - Assistant Clerk (Part Time – 30 hours per week)
  - Additional support to be bought in on contract, when needed, as now, eg:
    - Maintenance Contractor
    - Specialist advice, eg HR, legal
    - Additional clerical / administrative support, as required
- Salaries:
  - Clerk RFO
    - Unqualified SC36 to SC40 (£47,181 to £51,356)
    - Qualified, with CILA: SC37 to SC40 (£48,226 to £51,356)
  - Assistant Clerk
    - SC25 to SC28 (£36,363 to £39.152 Full Time)
- Recruitment:
  - Advertisement to be published as soon as possible.
    - Listed in SLCC, YLCA, NALC, Indeed, HVLC Website, HVLC Facebook page. Advertisement to include a link to the recruitment pack+ the HVLC email address and telephone number to request a pack
  - Timetable:
    - From issue of advert to closing date for applications: 3 weeks
    - From closing date to shortlisting: 1 week
    - From shortlisting to interviews: 2 weeks
    - Starting date for Clerk / RFO: one month before Acting Clerk / RFO retires
    - Advertisement for Assistant Clerk in the same month

Future tasks

- Fully develop application pack, including job description and person specification
- Establish a firm timetable for the recruitment process, once the advertisement has been published
- Work with the Acting Clerk / RFO to deliver the recruitment process, including establishing an interview panel for shortlisting and the interview

Motion:
That Full Council endorses the recommendations of the Working Group, as amended in the meeting if applicable, and authorises the Working Group to continue its work as planned.