



# Minutes of the Staffing Committee Meeting

Held on Thursday 24 April 2025 at 19:30h

At Burton Village Hall, Northfield Lane, High Burton, Huddersfield, HD8 0QT

**Present:** Cllr D Hardcastle in the Chair.

**Cllrs:** B Armer, R Barraclough, P Brook, J Cowan, M Wheelhouse (19:32h).

**Officer in attendance:** Ms A Greenwood.

## MIN SSC7: Apologies

Apologies for absence received from Cllrs Smith and J Taylor.

## MIN SSC8: Declarations of interest

No declarations of interest were made.

## MIN SSC9: Admission of the Public

**Resolved:** to exclude press and public from the discussion for items 6 and 7.

## MIN SSC10: Staff Appraisals

**Resolved:** for the next annual staff appraisals to occur in 2026.

## MIN SSC11: Staff Development Scheme

Cllr Armer gave a verbal update to his previously circulated report and reminded the Committee that it has delegated authority to make all decisions relating to staff and their employment, excepting recruitment, termination, resignation and decisions in excess of core hours, and that this included the authority to arrange suitable training. Cllr Armer then identified three YLCA training courses, covering allotments and closed churchyards, that would benefit the Council as the Clerk has no prior experience of these areas.

Cllr Barraclough expressed to the Committee that an induction course would be advantageous to the Clerk and the Council, and ventured the possibility of the Clerk embarking on the ILCA/CiLCA training programme.

Cllr Brook inquired as to possible finance training and the date when the Council would authorise banking mandate changes to include the Clerk as the new RFO.

Cllr Cowan expressed his confidence in the Clerk's ability to act as the Council's RFO.

Cllr Armer then spoke about the Administration Assistant, reminding the Committee that she plays a role in the management of the allotments and the closed burial ground as Kirkheaton, and suggested the Administration Assistant should also be offered the opportunity to do the identified YLCA courses.

**Resolved:** for the committee to exercise its delegated authority to arrange for the Clerk to take the following YLCA courses – Allotment Health and Safety, Allotment Management, Closed Burial Grounds, and Induction for New Council Clerks – for a total cost of £118.70 with the Council to pay the fees under LGA 1972, S111, and for the decision to enrol the Clerk on the ILCA to be revisited at a later date.

**Resolved:** that the Committee asks the Clerk to approach the Administration Assistant to ascertain whether she is willing to attend the three YLCA courses - Allotment Health and Safety, Allotment Management, Closed Burial Grounds – and if she is, and circumstances permit, for the Committee to arrange for the Administration Assistant to take these courses for a total cost of £82.20 and for Council to pay the fees under LGA 1972, S111.

*The Clerk left the room at 19:40h in advance of the following item.*

## MIN SSC12: Clerk's Contract

Cllr Cowan reported that the clerk's contract should be finished within a few days, and the contract is in line with advice given by NALC and the SLCC. He also informed the council that some of the Council's employment policies may need updating.

**Resolved:** for the clerk to review the Council's employment policies to ensure they adhere to statute and report back to either the Staffing Committee or the Management and Finance Committee.

*The Clerk returned to the room at 19:47h*

#### **MIN SSC13: Line Manager's Report**

Cllr Armer gave a verbal update to his previously circulated report, and drew attention to the closing dates for various grant application schemes, informing Committee members that the grant schemes generate a high volume of work for staff members and that the Administration Assistant would be unable to assist in the preparation of grant requests for transmission to the Grants Committee in the coming year.

Cllr Cowan clarified that the Administration Assistant would be able to assist with the first tranche of General Grants, but it would be the second tranche, that incorporates the Small Grants and Clock Grants annual round, and the third tranche that would be most affected.

Cllr Barraclough urged caution over the unintentional accrual of non-authorised overtime; Cllr Armer recognised this possibility and reassured the Committee that the Clerk is to complete four-weekly timesheets to be signed off by the line manager for tracking and audit purposes, and that any paid overtime must first be authorised by the Management and Finance Committee.

**Resolved:** for the Committee to place an item on a suitable forthcoming agenda authorising, and asking for, volunteer members to assist in the processing of grant applications for transmission to the Grants Committee during the forthcoming municipal year.

**Resolved:** that, if required, Staffing Committee would refer a request for paid over-time hours to the Management and Finance Committee.

#### **MIN SSC14: Clerk's Report**

**Resolved:** to note the clerk's report.

#### **MIN SSC15: Meeting Date**

**Resolved:** for the Clerk to liaise with the Committee Chairman to arrange a suitable date.

The Committee Chairman thanked members for their attendance and closed the meeting at 19:54h.