

To Members of the Staffing Committee

You are hereby summoned to attend a meeting of the **STAFFING COMMITTEE** to be held on **MONDAY 17 MARCH 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.

2425 32 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.

2425 33 Apologies for absence. 7.20pm

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.

2425 34 Items on the agenda to be discussed in private session 7.23pm

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.

2425 35 Members' personal and disclosable pecuniary interests in items on the agenda. 7.25pm

Consideration will be given to members' personal and disclosable pecuniary interests in items on the agenda and noted.

TO RECEIVE: Members' personal and disclosable pecuniary interests in items on the agenda.

2425 36 Officers' interests in items on the agenda. 7.30pm

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.

2425 37 Written requests for new DPI dispensations. 7.33pm

Any new DPI dispensations received are to be emailed out to the STAFFING COMMITTEE members under separate cover. If granted they will be noted by FULL COUNCIL in due course. Redacted versions of member written DPIs will be placed on HVPC website.

HOLME VALLEY PARISH COUNCIL

Clerk to report.

TO CONSIDER: any new DPI dispensations for Committee members.

TO CONSIDER: any new DPI dispensations for members of the clerking team.

2425 38 Minutes for the Staffing Committee meeting on 29 April 2024, numbered 2425 01 to 2425 16. 7.35pm

TO NOTE: the Minutes of the STAFFING COMMITTEE MEETING held on 18 November 2024, numbered 2425 17 to 2425 31, **approved** at FULL COUNCIL MEETING held on 3 February 2025 **(B)**.

To receive information regarding ongoing matters arising from the approved minutes which do not appear under other agenda items.

- i. External Staffing Roles Review minute 2425 07 – update.
- ii. Business Continuity Plan minute 2425 07 – update.
- iii. Disclosure and Barring Service Checks minute 2425 11 – update.
- iv. Human Resource policies minute 2425 12 – update.
- v. Any other matter.

Clerk to report further.

TO CONSIDER: any further action(s) arising from the minutes of previous meetings of the STAFFING COMMITTEE.

2425 39 Staffing Projected Expenditure against Budget 2024-25 7.38pm

The Deputy Clerk/RFO has prepared a *Projected Staffing Expenditure against Budget 2024-25* report **(C)**.

Clerk to report further.

TO CONSIDER: actions arising from the *Projected Staffing Expenditure against Budget 2024-25* report.

2425 40 Appraisal/supervision 2024-25. 7.40pm

All three members of the clerk team have signed contracts of employment. Job descriptions are in place and time sheets are submitted in a standard format.

The clerk to report further.

TO CONSIDER: update on appraisal/supervision 2024-25.

TO CONSIDER: any further actions arising from the update.

2425 41 Pay awards for the clerk team 7.50pm

Pay awards for the clerking team fall into three categories:

- a. Incremental annual pay awards – awarded from 1 April each year subject to satisfactory performance reviews (appraisal) and allocated pay ranges for each member of the team. All 3 appraisals are to be concluded prior to 1 April 2025.
- b. National pay awards – the HVPC utilises the National Joint Council for Local Government Services (NJG) Pay Spine. A national pay award for 1 April 2025 is yet to

HOLME VALLEY PARISH COUNCIL

be confirmed. Once it is any rise for each member of staff should be backdated to 1 April 2025 and paid out as soon as possible.

- c. Additional points are awarded in line with contracts for specific performance matters such as gaining additional recognised qualifications.

All potential pay awards have been factored into the 2025-6 budget.

The Clerk was awarded the Certificate in Local Council Administration (CiLCA) on 24 January 2025 **(D)**.

Clerk to report further.

TO CONSIDER: arrangements regarding pay awards for members of the clerk team.

2425 42 Other staffing matters

8pm

Clerk to report on other staffing matters including:

- impact on staff of councillor communications – BBC News article **(E)** is included as wider context;
- current position regarding officer Time Off In Lieu (TOIL).

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

2425 43 Training received by Officers

8.10pm

Clerk to report on training received by officers since 18 November 2024. For 2025-26 there is a budget of £2,300 for staff training.

Confidential feedback **(F)** from the Clerk's CiLCA training will be provided to the Committee under separate cover.

TO NOTE: training received by Officers since the STAFFING COMMITTEE MEETING on 18 November 2024 and **APPROVE** any upcoming training.

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

Close of meeting

8.15pm

Jen McIntosh

Mrs J McIntosh
Clerk to the Council

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APPROVED MINUTES OF THE STAFFING COMMITTEE MONDAY 18 NOVEMBER 2024

Held at **THE CIVIC, HUDDERSFIELD ROAD, HOLMFIRTH, HD9 3AS**

PRESENT: Cllr Dixon (in the Chair), Cllr Baylin, Cllr Blacka, Cllr Whitelaw, Cllr Wilson

APOLOGIES AND REASONS APPROVED: none

ABSENT: Cllr Colling

OFFICER TAKING MINUTES: Jen McIntosh CLERK

Rich McGill, Deputy Clerk/RFO was also in attendance.

APPROVED MINUTES

Public question time.

No members of the public were present to speak to Members.

Cllr Dixon welcomed members to the meeting.

2425 17 Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014

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

There were no requests for any other recordings are to be made.

2425 18 Apologies for absence.

No apologies and reasons had been received.

2425 19 Items on the agenda to be discussed in private session

RESOLVED: to consider items **2425 27, 2425 28, 2425 29** and **2425 31** in private session as they were likely to reference personal information regarding named employees.

2425 20 Members' personal and disclosable pecuniary interests in items on the agenda.

There were no members' personal and disclosable pecuniary interests in items on the agenda declared.

2425 21 Officers' interests in items on the agenda.

NOTED: the Clerk's and Deputy Clerk/RFO's interests in items **2425 27, 2425 28, 2425 29** and **2425 31** on the agenda.

2425 22 Written requests for new DPI dispensations.

There were no new DPI dispensations to consider.

SIGNED: _____ Cllr Tom Dixon - CHAIR

HOLME VALLEY PARISH COUNCIL

2425 23 Minutes for the Staffing Committee meeting on 29 April 2024, numbered 2425 01 to 2425 16.

NOTED: the Minutes of the STAFFING COMMITTEE MEETING held on 29 April 2024, numbered 2425 01 to 2425 16, **APPROVED** at FULL COUNCIL MEETING held on 24 June 2024 as presented.

The information below was received regarding ongoing matters arising from the approved minutes:

- I. External staffing roles review. Minute 2425 07. The Clerk reported that an external review of staffing roles, scheduled provisionally for Summer 2024 had been pushed back due to possible role changes that might emerge from committee structure/meetings schedule review. Up to £420 from General Reserves had been approved for this on 29-4-2024. This may need to be pushed back until 2025/6.
- II. Business Continuity Plan. Minute 2425 07. The formal drafting of a Business Continuity Plan had been pushed back due to lack of time.
- III. Disclosure and Barring Service Checks. Minute 2425 11. These had been delayed due to a miscommunication. Two are now complete with one outstanding.
- IV. Human Resource Policies. Minute 2425 12. Regarding the appraisal procedure, whilst this had not been updated it was the case that all 3 officers were now on April 1 to March 31 appraisal cycles.

2425 24 Appointment of Vice Chair of the Staffing Committee

RESOLVED: the appointment of Cllr Baylin as the Vice Chair of the Staffing Committee to serve throughout the remainder of the council year 2024-25.

2425 25 Appointment of Staff Performance and Development Lead

The Clerk reported that Standing Orders state that

“The Staffing Committee will appoint a Staff Performance & Development Lead from the members of the Staffing Committee (including the Chair). They will act as the Clerk’s line manager on behalf of the Council. This appointee will, where possible, undertake the role of Staff Performance & Development Lead for a minimum of two years to ensure continuity and will remain a member of the Staffing Committee during that time.”

RESOLVED: to appoint Cllr Blacka as the Staff Performance and Development Lead to serve for 2 years.

RESOLVED: to amend Standing Orders for council year 2025/26 to remove the reference to the Staff Performance and Development Lead being the Clerk’s line manager and clarify that the Clerk is managed by the Staffing Committee.

2425 26 Holme Valley Parish Council review of committee structures and meeting schedule for 2025-26 – feedback from the clerk team

Holme Valley Parish Council appointed a working group to review the Parish Council’s committee structure and meetings schedule for council year 2024-5 onwards. The clerk provided feedback from the clerk team further to the written report submitted with regards to this process.

The feedback would be shared with the Working Group.

2425 27 Appraisal/supervision 2024-25.

SIGNED: _____ Cllr Tom Dixon - CHAIR

HOLME VALLEY PARISH COUNCIL

This item was heard in private session.

NOTED: update received from the Clerk on appraisal/supervision 2024-25.

2425 28 Pay awards for the clerk team

This item was heard in private session. The Clerk and the Deputy Clerk left the meeting whilst the item was considered.

The resolutions below were recorded for minuting on their return to the room.

NOTED: the Deputy Clerk/RFO's report on pay and budgeting for staffing costs 2025-26.

RESOLVED: that the National Pay Award be applied to the salaries of all 3 officers.

RESOLVED: that the National Pay Award for each officer be back-dated to 1 April 2024 as per contract, with backpay being paid out at the next paypoint, being December 2024.

RESOLVED: that the Staffing budget for 2025-26 should be sufficient to meet any pay awards that might result from staff appraisals due to be concluded by 1 April 2025.

RESOLVED: that the EMR Staff Salaries be disestablished with any remaining funds returned to General Reserves.

RESOLVED: to recommend to FINANCE AND GENERAL PURPOSE COMMITTEE a staffing budget of £96,108.38 for 2025-26 and a staff training budget of £2,300.

2425 29 Other staffing matters

This item was heard in private session. The Clerk and the Deputy Clerk left the meeting whilst the item was considered.

The resolutions below were recorded for minuting on their return to the room.

RESOLVED: to approve a temporary contract variation for the Clerk to enable TOIL accumulated since the last STAFFING COMMITTEE meeting, as set out in the Deputy Clerk/RFO's report, to be paid out at the next paypoint.

Staff Performance and Development Lead and the Clerk to monitor hours worked and discuss ways to reduce the need for any build up of extra hours going forward.

NOTED: that the correct leave entitlement for all officers 2024-25 is 23 days plus 2 extra statutory days ie 25 days pro rata.

RESOLVED: to approve the amending of officer leave and TOIL records for 2024-25 and future years as a total of 25 days pro rata.

RESOLVED: that each officer was to take additional retrospective leave in line with the Deputy Clerk/RFO's report regarding annual leave miscalculations i.e Deputy Clerk/RFO to take an additional 2.7 days, the Clerk an additional 1.76 days and the Assistant Clerk an additional 1.35 days by 1 April 2025.

SIGNED: _____ Cllr Tom Dixon - CHAIR

HOLME VALLEY PARISH COUNCIL

2425 30 Staffing budget 2025-26 and budget planner 2025-26

The Deputy Clerk/RFO had produced a Staffing budget YTD 2024-25 to be read in conjunction with Projections 2024-25 (including and excluding TOIL payment) and Budget Planner report for 2025-26.

NOTED: Contents of Staff costs 2024-25 report and staffing budget for 2025-26 report.

NOTED: under item 2425 29 the COMMITTEE had **RESOLVED** to recommend to the FINANCE AND MANAGEMENT COMMITTEE a Staff Expenditure Budget 2025-26 totalling £96,108.38 plus a training budget of £2,300.

2425 31 Training received by Officers

The Clerk gave a verbal report on the training received by officers since 29 April 2024.

All officers had received training regarding the new HVPC website.

The Clerk and Assistant Clerk had attended the Full Council training on 24 September 2024.

The Assistant Clerk had received Advanced Canva training, attended a Communication Strategy Workshop, received Advanced Social Media training and undertaken self-guided tuition in the use of Wordpress for the new HVPC website.

Confidential written feedback from the Clerk's CiLCA training to date had been provided to the Committee under separate cover, including a sample of completed assessments. The Clerk's deadline for completing the CiLCA training was 15 January 2025. The Clerk had also attended online Procurement training and attended YLCA and SLCC branch meetings.

The Deputy Clerk/RFO expected to complete his CiLCA training in August 2025. It was probable that a 3-month extension would be sought from SLCC (administration charge at £50) to facilitate completion.

NOTED: training received by Officers since 29 April 2024.

APPROVED: Training for CANVA in principle for the Deputy Clerk/RFO.

The meeting closed at 8.53pm.

SIGNED: _____ Cllr Tom Dixon - CHAIR

PROJECTED Expenditure against Budget 2024-25 Staffing Standing Committee

| CODE | DESCRIPTION | Starting Budget | Virements | Reconcile 24 | 2023-24 | April | May | June | July | August | September | October | November | December | January | February | March | Year End | Total | Payments from EMR | Movements to from General Reserve | Available Funds | 2025/26 BUDGET | CODE |
|--------------------|--------------------------------|-----------------|----------------|--------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|------------------|------------------|--------------|-------------------|-------------------|-----------------------------------|------------------|----------------|------|
| EXPENDITURE | | | | | | | | | | | | | | | | | | | | | | | | |
| 110 | Staff Expenditure | | | | | | | | | | | | | | | | | | | | | | | 110 |
| 4000 | Salaries | 104.77% | £87,700 | £0.00 | £0.00 | £7,157.82 | £7,876.12 | £7,194.01 | £7,194.21 | £7,193.81 | £7,194.01 | £7,194.01 | £7,194.01 | £11,942.57 | £6,505.59 | £7,463.98 | £7,771.13 | £0.00 | £91,881.27 | £4,181.27 | £87,700.00 | £0.00 | £96,108 | 4000 |
| 4060 | Staff Training | 43.67% | £2,300 | £0.00 | £-141.00 | £558.00 | £90.00 | £0.00 | £0.00 | £0.00 | £50.00 | £124.07 | £0.00 | £0.00 | £240.00 | £0.00 | £83.40 | £0.00 | £1,004.47 | £0.00 | £1,004.47 | £1,295.53 | £2,300 | 4060 |
| | Total Staff Expenditure | 103.21% | £90,000 | £0.00 | £-141.00 | £7,715.82 | £7,966.12 | £7,194.01 | £7,194.21 | £7,193.81 | £7,244.01 | £7,318.08 | £7,194.01 | £11,942.57 | £6,745.59 | £7,463.98 | £7,854.53 | £0.00 | £92,885.74 | £4,181.27 | £88,704.47 | £1,295.53 | £98,408 | |

| Staffing - projected earmarked reserves 2024/25 | | | |
|---|--------------------------------|--------------------|---|
| Code | Balance Sheet | Balance 28/02/2025 | Projected Expenditure from EMR March 2025 |
| 344 | EMR Staff Pay Council/Staffing | £5,000.00 | £4,181.27 |
| | | | £818.73 |

Narrative:
 This committee and the Parish Council approved the creation of an earmarked reserve EMR 344 Staff Pay, to ensure there was adequate money to pay staff salary uplifts occasioned by the pending national pay awards. It is calculated that £4,181.27 will have to be spent from the EMR 344 in March to prevent the budget line 4000 Salaries going into deficit.
 The Staffing Committee should consider recommending to Council to disestablish EMR 344 and returning any remaining funds to general reserves.
 The Parish Council has allowed for the likely uplifts needed in the pay negotiations cycle 2025/26 by increasing the 4000 Salaries budget for next year by £8,408 over last year's budget.
 The Assistant Clerk decided not to undertake the CILCA qualifications this year which, in part, explains the underspend of around £1,300 on the 4060 Staff Training budget line.



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Jennifer McIntosh

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on

24/01/2025

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Abuse of councillors and staff putting democracy at risk, say local government groups

🕒 5 February 2024



By Charlie Haynes

Senior Investigative Reporter, BBC East Midlands

Abuse towards people in local government is getting so severe it is putting democracy at risk, groups representing them have warned.

Examples include harassment, stalking, threats, assault, and even a dead rat being pushed through a letter box.

Some councils have put security plans in place to protect staff.

But many councillors have been put off from standing at the next local elections after facing abuse and intimidation, a survey found.

It follows recent warnings from the **Jo Cox Civility Commission**, which called for a central unit to address the abuse faced by all politicians.

There are around 100,000 councillors in local government at all levels - and more staff on top to support them. Councillors are responsible for taking decisions about social care, schools, housing and planning and waste collection.

Politician abuse is a threat to democracy - report

Verbal abuse from public towards council staff rises

Councillors 'face death threats and attacks'

Six bodies, representing local authorities at all levels in England and Wales, have warned abuse levels are unacceptably high and have called for change.

According to the Local Government Association (LGA), 27% of councillors said they would not stand in the next election, and two-thirds (68%) of respondents to a survey said abuse and intimidation had influenced their position on whether to stand again.

"If left unaddressed, abuse and intimidation risk forcing good councillors out of local politics altogether," said Councillor Marianne Overton, who chairs the LGA's Civility in Public Life Programme Steering Group.

"We are urging the government to introduce legislation that would allow a council to proactively withhold councillors' home addresses from the public as soon as is possible."

One parish clerk who has worked in the East Midlands for a decade faced a barrage of abuse in response to her job carrying out the decisions of the local council.

"It started with comments which became threats. Then I started getting dead animals left on my doorstep, with one dead rat pushed through the letter box," the clerk said.

"My daughter yelled, 'Mum there is a dead rat in the house!'.

"And then I knew straightaway what had happened. It was just horrific. But I didn't want my daughter to know what the significance was.

"A couple of summers later I was trapped in the council building with two men outside, live streaming to social media and shouting abuse at me. It was the most awful thing I've ever gone through."

Research carried out by academics at De Montfort University on behalf of the Association for Public Service Excellence suggests almost half of councillors have had a serious incident of abuse.

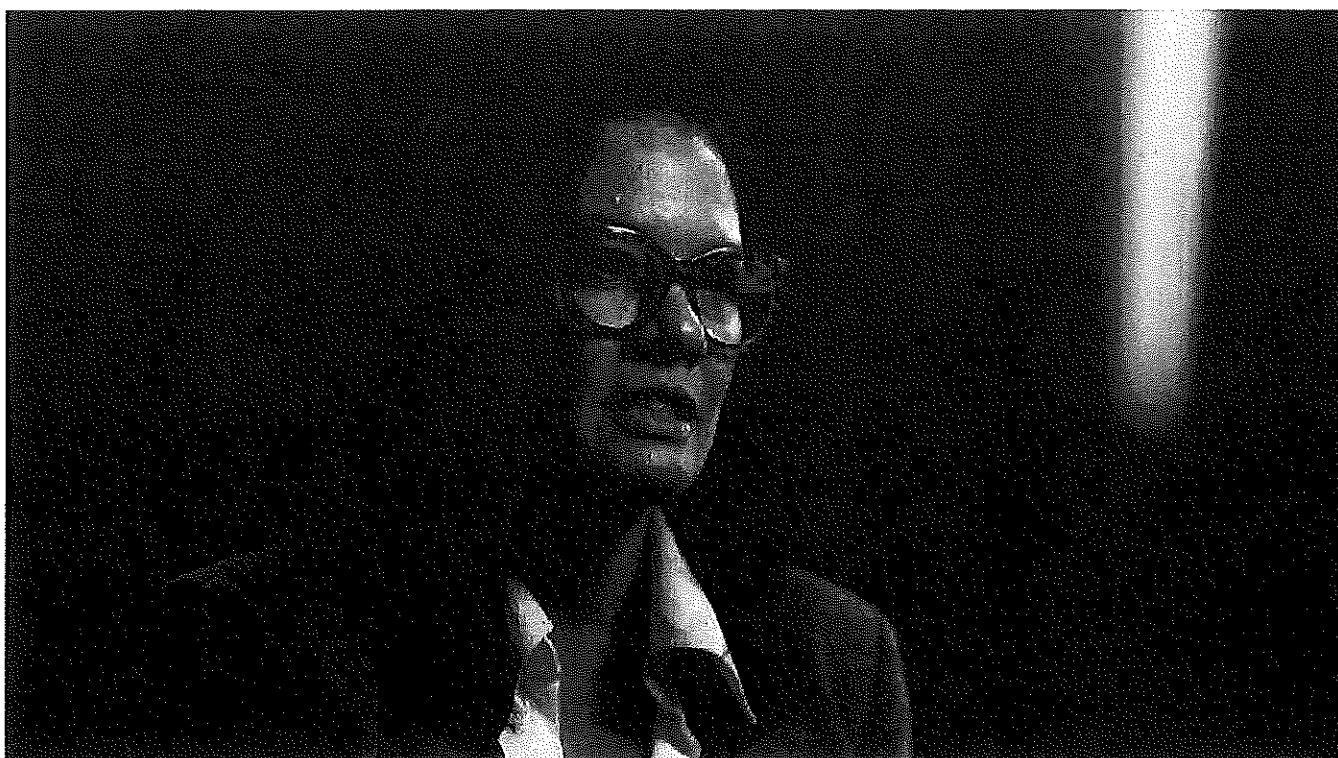
Data seen by the BBC shows 22% of councillors say their local authority received public abuse that was so severe they had to put in place an action plan to ensure someone's safety - such as involving the police or bringing in security.

Labour MP Clive Betts, who chairs the Commons local government committee, said he wanted to see urgent action before the next set of local elections in May.

He urged the government to put in place measures to protect councillors "suffering really bad abuse now" before working towards a more comprehensive package.

A government spokesperson said intimidation was "unacceptable".

"People who are elected or who volunteer in the local government sector help deliver vital services across the country and if they receive abuse they should contact the police."



Clare Golby has been a councillor for nearly a decade

Conservative county and borough councillor Clare Golby has experienced an online harassment campaign - based on what she says are conspiracy theories - and says she has found a swastika taped to her car in the past.

"I don't want to be Nuneaton's David Amess or Jo Cox, so I don't do face-to-face surgeries any more," she said - a reference to two MPs who were murdered in 2016 and 2021.

She added: "I don't like leaving meetings alone or going to the car park alone. I need people with me. I don't like my kids coming to public events or the carnival with me, my husband is worried what if someone has a go at me?"

Political speech or abuse?

Ms Golby said the police cannot always help.

"The law says it is political discourse. But when you're on the receiving end it's not. It is abuse, harassment and stalking."

Statistics on abuse targeted at people in local government are not formally collected but many people the BBC spoke to fear it is escalating.

"Things have got noticeably worse since the pandemic," said Ms Golby.



| Richard MacRae says the abuse he gets as a councillor is worse than when he worked as a bouncer

Another councillor said one member of the public sent him and other councillors so much abuse on social media they were sentenced to three years in prison for persistent harassment and stalking.

"I used to be a doorman - but the abuse I get as a councillor can feel worse," said Richard MacRae, an independent town and district councillor for Stapleford, near Nottingham.

"When I worked on the doors I had people with machetes, guns and knuckle dusters. But as a councillor it is personal. It follows you home and it gets to you."

Other councillors we spoke to in England and Wales told us they had received death threats. One received messages specifying how they would be stabbed when they left the office. The abuse was so relentless he was forced to install panic alarms at home.

The BBC has also spoken to people in local government in Scotland - who say they have faced abuse aimed to intimidate them and shut down debate.

Nervous breakdowns

Even parish councillors, who administer allotments, street lights, and deal with planning on a local level, see abuse. Most of them represent communities of less than 2,500 people.

"I've had clerks phone me saying, 'I can't go into the office, I'm so frightened'," said Linda Hedley, general secretary of the Association of Local Council Clerks - a trade union representing people working in local councils.

"I've had clerks who have been so harassed, bullied and frightened that they've had nervous breakdowns.

"The culture is toxic at times. I think it's a misunderstanding of what parish and town councils can and can't do."

"I received multiple abusive phone calls in the middle of the night," said one former chair of a parish council in the East Midlands.

Eventually it became too much.

"My family was begging me to stop, they could see the effect it was having on me. Now I live outside of the area."

Watch the story on [BBC Newsnight](#) on BBC Two at 22:30 GMT and on BBC iPlayer.

Additional reporting: Ellie Jacobs