



Office 16, Staveley Hall
Staveley Hall Drive, Staveley
Chesterfield S43 3TN
www.staveleytowncouncil.gov.uk
info@staveleytowncouncil.gov.uk
Tel: 01246 473132

To: **Members of the HR Committee of
Staveley Town Council**

28 March 2026

Dear Councillor

You are hereby summoned to attend a meeting of the HR Committee to be held at 3.30 pm on Tuesday 7 April 2026 at Staveley Hall.

Members are asked to sign the attendance sheet for the meeting, available in the room.

In the interests of the smooth running of the meeting, queries about any of the items on the agenda are requested to be submitted 2 days prior to the meeting to enable the Clerk to provide a comprehensive response.

Please ensure that confidential papers are kept secure prior to, and not left in the meeting room following, the meeting.

Yours sincerely

Sabrina Doherty
Town Clerk and Financial Officer

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting.

Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. The Clerk will record meetings for the purposes of the minutes.

AGENDA

1. To Note Apologies for Absence

2. To Receive Declarations of Interests

Members are invited to declare disclosable pecuniary interests and other interests in items on the Agenda as required by the Staveley Town Council Code of Conduct for members and by the Localism Act 2011.

3. Minutes of the Previous Meeting

To approve and sign the minutes of the meeting held on 3 February 2026 as a correct record.

4. Outcome of Recent Recruitment Activities

To receive an update from the Town Clerk and RFO on the recent recruitment exercise.

a) Posts appointed to

b) Posts remaining to be interviewed

5. Review of Town Clerk and RFO's Job Description

To consider the draft job description for consultation with the post holder.

6. Review of Equality and Diversity Policy

To review and recommend adoption to Council.

7. Exclusion of Press and Public

To determine which items if any from the remainder of the agenda should be taken with the public and press excluded.

To pass the following motion: *That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters, the public and representatives of the press be excluded from this meeting during the discussion thereof.*

8. Staffing Matters

To consider confidential matters.

STAVELEY TOWN COUNCIL

Minutes of a meeting of the HR Committee held on 3 February 2026 at 3.00pm in the Frecheville Room at Staveley Hall, Staveley.

Present: Councillors S Bean, S Hartley, and E Tidd

In attendance: Mrs S Doherty (Town Clerk and RFO)

HR2526-25 Apologies for Absence

Apologies had been received from Cllrs P Jacobs, P Mann and P Wilson.

HR2526-26 Declarations of Interest

There were no declarations of interest received.

HR2526-27 Minutes of the Previous Meeting

RESOLVED: That the minutes of the meeting held on 9 September 2025 be approved and signed as a correct record.

HR2526-28 Workplace Pension Provision for Staff Transferring to the Charity Trust

Councillors considered the options presented in the report of the Town Clerk and RFO.

RECOMMENDED:

a) That the Council adopt NEST as the workplace pension scheme for new employees taken onto staff that are likely to be transferring to the charity trust.

b) That this be reviewed should the staff numbers increase or organisational complexity change.

HR2526-29 Draft Stress Risk Assessment

Councillors considered the draft risk assessment for stress management in the workplace.

During discussion it was noted that the Town Clerk did not officially have a job description nor was she receiving regular appraisals.

It was suggested that training on the role of Councillors and the Clerk/staff should be started before people became Councillors which might help with some of the issues that crop up and lead to code of conduct complaints.

It was noted that there was not currently an Employee Assistance Programme and that this should be looked into.

It was noted that the Council needed first aiders on staff and suggested that training should be provided for full time staff only.

RECOMMENDED:

- a) That the Council adopt the draft stress risk assessment.
- b) That a draft Job description for the Town Clerk be brought to the next meeting.
- c) That the Council look at putting on Candidate briefing and information sessions in the lead up to the next election period so people could find out more about the Council before standing for election.
- d) That 2 first aiders be trained on staff.

HR2526-30 Review of Staveley Town Council Improvement Plan

Councillors reviewed the plan and it was agreed that the green items put in place for the Bronze Award could be removed to enable clarity on what remained for the next two levels, without forgetting that those things still needed to be in place. Reviews of existing documents etc would be done as business as usual.

The Equality Policy needed to be reviewed and it was asked if the possibility of simply starting the Neighbourhood Plan would count for one of the items or if it needed to be fully in place before the award could be sought. The Clerk would seek clarification.

RESOLVED: That the Equality Policy be brought to the next meeting for review.

The Chairman closed the meeting at 4:27pm.

Chairman Signature: _____

JOB DESCRIPTION

Post No & Job Title: STC01 TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

Hours of Work: 37 hours per week (inclusive of occasional evening and weekend work as required)

Salary Scale: SCP 46-49 - £58,523 - £62,852 fte per annum

Responsible to: The Town Council

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare

minutes for approval. *Other than where such duties have been delegated to another Officer.

5. *To attend all meetings of the Council and all meetings of its committees and sub-committees. *Other than where such duties have been delegated to another Officer.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the council and to advise on practicability and likely effects of specific courses of action.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with the Chair press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.

16. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through membership of your professional body The Society of Local Council Clerks.
18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

*Delete as appropriate



STAVELEY
TOWN COUNCIL
LIGHTING THE WAY TO A BRIGHTER FUTURE

EQUALITY & DIVERSITY POLICY

Adopted	June 2022
Next Review	June 2024

POLICY STATEMENT

Staveley Town Council is committed to eliminating all forms of discrimination, and actively promotes equality of opportunity for everyone in employment and service delivery.

Staveley Town Council wholeheartedly agrees with the key principles of equal opportunities and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination. The Town Council recognises it is the duty of all councillors and employees to accept personal responsibility for fostering a fully integrated community by adhering to the principles of equal opportunity and maintaining harmony in the workplace.

The policy sets out how Staveley Town Council intends to meet its commitments by working alongside everyone, irrespective of their race, religious beliefs, ethnic origin, nationality, disability, marital/parental status, gender or sexual orientation.

BACKGROUND

The Race Relations Act 1976 (section 71) places a general obligation on local authorities to promote good race relations, and the Race Relations (Amendment) Act 2000 amended and strengthened this by making it unlawful for public authorities to discriminate on racial grounds in carrying out any of their functions. The Act also places a general statutory duty on public authorities to promote racial equality and prevent racial discrimination.

The 2005 amendment of the Disability Discrimination Act 1995 (DDA) places a duty on all public authorities to actively promote disability equality, and to produce a scheme showing how this will be achieved. The DDA defines a disabled person as 'someone with a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities'.

The Equality Act 2010 legally protects people from discrimination and promotes equality of opportunity in the workplace and in wider society.

SCOPE

This policy applies to all employees, volunteers, placements, contractors and elected members of Staveley Town Council.

It is accepted that elected members of the council are not employees, but they do share a responsibility with employees when representing the Town Council or carrying out the functions of their elected office. Therefore all aspects of this policy apply to elected members.

POLICY GUIDELINES

- **Equality:** Recognition that everyone is of equal value and should be respected according to individual needs and abilities
- **Reasonableness:** To be fair, reasonable and just in all council activities
- **Accessibility:** Providing equal access for all in employment and service delivery

- **Empowerment:** Helping individuals take on responsibility so that they can influence and participate in the decision-making process
- **Quality:** Obtaining the highest standards in service delivery

COMMITMENT AS AN EMPLOYER

- To create an environment in which individual differences and the contributions of our staff are recognised and valued
- Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all
- No form of intimidation, bullying or harassment will be tolerated
- Training, development and progression opportunities are available to all staff
- Equality in the workplace is good management practice and makes sound business sense
- We will review all our employment practices and procedures to ensure fairness

COMMITMENT AS A SERVICE PROVIDER

We aim to provide services to which all clients are entitled, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.

We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.

We will minimise the barriers faced by people using the Town Council's services and train our staff to recognise the diverse needs of the people we serve.

MONITORING

Monitoring systems will be developed and maintained by the Town Clerk and periodic reports will be presented to the appropriate committee.

DEALING WITH ABUSES OF THE POLICY

Employees who attempt to abuse this policy may face disciplinary action.

EQUAL OPPORTUNITY POLICY STATEMENTS

AGE

We will:

- Ensure that people of all ages are treated with respect and dignity
- Ensure that people of working age are given access to our employment, training, development and promotion opportunities
- Challenge discriminatory assumptions about younger and older people

DISABILITY

We will:

- Provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities
- Challenge discriminatory assumptions about disabled people

RACE

We will:

- Challenge racism wherever it occurs
- Respond swiftly and sensitively to racist incidents
- Actively promote race equality in the Town Council

GENDER

We will:

- Challenge discriminatory assumptions about women and men
- Take positive action to redress the negative effects of discrimination against women and men
- Offer equal access for women and men to services, employment, training and pay and encourage other organisations to do the same
- Provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment

SEXUAL ORIENTATION

We will:

- Ensure that we take account of the needs of the LGBTQIA2S+ community
- Promote positive images of the LGBTQIA2S+ community

RELIGION OR BELIEF

We will:

- Ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible

- Respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others

PREGNANCY OR MATERNITY

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity
- Challenge discriminatory assumptions about the pregnancy or maternity of our employees
- Ensure that no individual is disadvantaged and that we take account of the needs of employees' pregnancy or maternity

MARRIAGE OR CIVIL PARTNERSHIP

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership
- Challenge discriminatory assumptions about the marriage or civil partnership of our employees
- Ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership

EX-OFFENDERS

We will:

- Prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults)

EQUAL PAY

We will:

- Ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work

CODE OF PRACTICE

PUBLICISING/DISTRIBUTION OF THE POLICY AND CODE OF PRACTICE

Employees will be made fully aware of this Policy and Code of Practice, and without exception must adhere to its requirements. Any employee who feels that they have grounds for complaint in relation to discrimination, bullying, harassment or victimisation has the right to pursue their complaint through the relevant internal policies and procedures. New employees and job applicants will be informed of the existence of this policy during recruitment and a copy will be provided as part of the induction information.

PURPOSE

The purpose of the Code of Practice is to give practical guidance to promote equality of opportunity within the Council for all employees and potential employees in accordance with the principles set out in the Equality and Diversity Policy.

This code does not seek to cover all circumstances at this stage. It will be expanded and developed as necessary as the Council identifies areas of concern, and will be amended to form a comprehensive guide.

DISCRIMINATION BASED ON STEREOTYPED DECISION MAKING

Persons responsible for making decisions affecting access to jobs, training or promotion may unintentionally use stereotypes in their decision making. It is the tendency to see others as stereotypes, which can lead most easily to discriminatory practices.

It has an undesirable tendency to either negatively affect the chances of success of certain applicants or serves to channel them into particular occupations or positions deemed appropriate to the particular stereotype.

It is essential, therefore, that all employees making decisions affecting access to jobs, training or promotion guard against discrimination based on common assumptions that individuals (because of their sex, race, marital status, nationality, disability, etc.) possess characteristics that make them unsuitable for employment in certain types of jobs.

RECRUITMENT, PROMOTION AND SELECTION

The recruitment, promotion and selection processes are of crucial importance to this policy and it must be carried out in order to eliminate direct and indirect discrimination, in accordance with consistent and objective job-related criteria.

The main steps in the process are detailed below:

Vacancy

For the recruitment to be carried out as efficiently as possible, it will be essential that a clear timetable is established. This will ensure that interviewers and interviewees know when they need to be available.

The criteria listed in the job profile should be the considered specification of the minimum requirements of the job and experience essential/desirable to meet those requirements and carry out the job satisfactorily. The criteria should be strictly relevant to the job and not necessarily restrictive or inflated so as to exclude particular disadvantaged groups. For example, care should be taken when:

- Requiring specific qualifications rather than the ability or potential to do the job
- Applying age barriers or minimum periods of relevant experience
- Applying restrictions relating to physical ability

The Council will ensure that the application form template for the organisation does not ask questions which are detrimental to the Equality and Diversity Policy, in that they require information which is irrelevant to consider for the post in question.

Shortlisting

Shortlisting will be based on the job, experience and capability specification alone.

Interviewing

All persons making appointments must endeavour to conduct interviews on an objective basis and shall deal only with each applicant's suitability for the job and ability to fulfil the job requirements. For example, candidates should not be asked questions about their personal circumstances, political affiliations or family commitments. Where necessary, to ensure their availability for unusual work variations, this should be done in an objective manner and not be personalised.

Guidance and Training

The Town Council will, within the resources available, introduce procedures within its training programme to assist the implementation of the policy in such areas as staff development and information to members/employees on recruitment practices.

COMPLAINTS PROCEDURE

Internal and external job applicants who think that they have been unfairly treated during the recruitment and selection process should direct their complaints to the Town Clerk, who will initiate and monitor appropriate action. The provisions of this policy will be covered by the Council's established Disciplinary, Grievance and Complaints Procedures.

Employees who feel that they have been discriminated against in relation to recruitment, promotion, training opportunities or any other employment terms on the grounds of sex, race, religion, marital status, age or disability should pursue their complaint through the Council's Grievance Procedure. During this process, employees will retain their individual statutory rights, should they wish to pursue the complaint further.

In respect of complaints from prospective employees who feel they have suffered any kind of harassment; they should pursue their complaint through the Council's Complaints Procedure. During the process, individuals will retain their individual statutory rights, should they wish to pursue the complaint further.

Any employee who commits an act of discrimination or personal harassment will be liable to disciplinary action. Any member of the community who has a complaint about a service which has been provided, or not provided, or about an employee of the Council, may complain to the Council under the provisions of its Complaints Procedure.

POLICY COMMITMENT

- This policy is fully supported by the Town Council.
- This policy will be monitored and reviewed at least every **two** years.
- We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- Breaches of our Equality and Diversity Policy will be regarded as gross misconduct and could lead to disciplinary proceedings in accordance with the Council's Employee Disciplinary Procedure.