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

7 July 2026

Dear Councillor

You are hereby summoned to attend a meeting of the HR Committee to be held at 2.00 pm on Tuesday 14 July 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

A handwritten signature in black ink, appearing to read "Sabrina Doherty".

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. Election of Chairman of the Committee**
- 2. Election of Vice-Chairman of the Committee**
- 3. To Note Apologies for Absence**
- 4. 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.
- 5. Minutes of the Previous Meeting**
To approve and sign the minutes of the meeting held on 7 April 2026 as a correct record.
- 6. Public Participation**
This provides an opportunity for members of the public to make representations to the Council in relation to items on the agenda. Time for this item is limited to 15 minutes.

Councillors will not debate the matters raised and no decisions can be made on any items raised in this session they will be put forward to the next meeting.
- 7. HR Action Log**
To consider progress against outstanding actions arising from previous HR Committee meetings.
- 8. Workforce Update**
To receive a report from the Town Clerk and RFO on:
 - a) Recruitment completed since the last meeting.
 - b) New starters and induction progress
 - c) Current vacancies
- 9. Workforce Dashboard**
To receive the quarterly Workforce Dashboard and note key workforce indicators.
- 10. Workforce Establishment Review**
To review the current staffing establishment following the recent organisational restructure and consider whether any amendments are required.
- 11. HR Work Programme 2026-27**
To consider and approve the Committee's annual work programme.
- 12. Training and Development**
To receive an update on mandatory training compliance and the staff training

Committee Members: Cllr S Bean, S Hartley, P Mann, E Tidd, P Wilson

programme.

13. Health, Safety and Wellbeing

To receive a verbal update from the Town Clerk and RFO regarding:

- workplace health and safety matters;
- wellbeing initiatives; and
- any significant employment risks.

14. HR Policy Review

To note the policies approved since the previous meeting and consider whether any additional HR policies require review during 2026/27.

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

The following motion to be passed at the appropriate time should confidential session be required: *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.*

16. Staffing Matters

To consider confidential staffing matters including:

- probation reviews;
- sickness absence monitoring;
- employee relations matters;
- disciplinary, grievance or capability matters (if any); and
- any other confidential staffing matters requiring the Committee's consideration.

17. Date of Next Meeting

6 October 2026

STAVELEY TOWN COUNCIL

Minutes of a meeting of the HR Committee held on 7 April 2026 at 3.00pm in the Frecheville Room at Staveley Hall, Staveley.

Present: Councillors S Bean, S Hartley (Chair), and E Tidd

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

HR2526-31 Apologies for Absence

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

HR2526-32 Declarations of Interest

There were no declarations of interest received.

HR2526-33 Minutes of the Previous Meeting

RESOLVED: That the minutes of the meeting held on 3 February 2026 be approved and signed as a correct record.

HR2526-34 Outcome of Recent Recruitment Activities

Councillors considered the verbal update of the Town Clerk and RFO. The recruitment campaign had been successful with a lot of applicants putting themselves forward for key roles.

The majority of roles had been interviewed and start dates were awaited. Some would be towards the end of the month and others into June and July.

RESOLVED:

That the update be noted.

HR2526-35 Review of Town Clerk and FO's Job Description

The Clerk reported that a formal job description had not been part of the employment contract received when taking post. However an old copy for a previous postholder had been located and Councillors were asked to consider it for formal approval by Council.

RECOMMENDED:

That the Council formally confirm the Job Description as drafted for the Town Clerk and RFO.

HR2526-36 Review of Equality and Diversity Policy

Councillors reviewed the draft policy.

RECOMMENDED: That Council approve and adopt the draft Equality and Diversity Policy.

HR2526-37 Exclusion of Press and Public

RESOLVED:

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.

HR2526-38 Staffing Matters

An update was provided to Councillors and the issues considered. Councillors felt that no further action was required at this time.

The Chairman closed the meeting at 4:25pm.

Chairman Signature: _____

Ref	Origin	Action	Lead Officer	Target Date	Status	Notes/Update
HR25/01	HR Committee 9 Sept 2025	Bring options for pension provision to a future meeting.	Town Clerk	Oct-25	Completed	Pension Discretions Policy considered October 2025 and NEST arrangements agreed February 2026.
HR25/02	HR Committee 7 Oct 2025	Recruit Events & Projects Officer.	Town Clerk	Spring 2026	Completed	Recruitment campaign completed successfully.
HR25/03	HR Committee 7 Oct 2025	Recruit Admin Assistant.	Town Clerk	Spring 2026	Completed	Post appointed.
HR25/04	HR Committee 7 Oct 2025	Transfer Speedwell cleaning in-house and recruit cleaner.	Town Clerk	Spring 2026	Completed	In-house cleaners appointed.
HR25/05	HR Committee 7 Oct 2025	Take Office 21 for staff welfare/break room and storage.	Town Clerk	2025/26	Completed	Office accommodation implemented.
HR25/06	HR Committee 7 Oct 2025	Review employee salary sacrifice benefits at a future date.	HR Committee	2026/27	Not started	Deferred pending organisational stabilisation.
HR26/01	HR Committee 3 Feb 2026	Adopt NEST pension scheme for staff expected to transfer to the charity.	Council	Feb-26	Completed	Recommendation approved.
HR26/02	HR Committee 3 Feb 2026	Keep NEST arrangements under review as organisation develops.	HR Committee	Ongoing	Ongoing	Review if charity staffing numbers increase.
HR26/03	HR Committee 3 Feb 2026	Adopt Stress Risk Assessment.	Council	Apr-26	Completed	Adopted through Council.
HR26/04	HR Committee 3 Feb 2026	Prepare formal Town Clerk Job Description.	Town Clerk	Apr-26	Completed	Recommended for Council approval April 2026.
HR26/05	HR Committee 3 Feb 2026	Investigate pre-election candidate briefing sessions.	Town Clerk	Before 2027 elections	Not started	Should now be scheduled as part of election planning programme.
HR26/06	HR Committee 3 Feb 2026	Arrange First Aid training for two members of staff.	Operations Manager	Summer 2026	Not started	Should now sit with the Operations Manager and be recorded within the training matrix.
HR26/07	HR Committee 3 Feb 2026	Review Equality Policy.	Town Clerk	Apr-26	Completed	Equality & Diversity Policy reviewed and recommended.
HR26/08	HR Committee 3 Feb 2026	Clarify whether commencing a Neighbourhood Plan contributes towards LCAS criteria.	Town Clerk	Next LCAS review	Not started	Useful when planning Silver accreditation.
HR26/09	HR Committee 7 Apr 2026	Formally adopt Town Clerk Job Description.	Council	Apr-26	Completed	Recommended to Council.

HR26/10	HR Committee 7 Apr 2026	Adopt Equality & Diversity Policy.	Council	Apr-26	Completed	Recommended to Council.
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AGENDA ITEM NO: 8**STAVELEY TOWN COUNCIL – HR COMMITTEE****MEETING – 14 JULY 2026**

Report title	Workforce Update
Purpose of report	To provide Members with an update on recruitment activity, workforce changes and current vacancies.
Council Delivery Plan Aims and Objectives Met	People, Assets and Governance • Increased trust from local residents and businesses • Reliable, well performing, value for money services • Improved reputation with public sector partners
Summary Implications:	
Financial/Staff	The report provides an update on workforce changes, recruitment activity and the current vacancy within the Facilities Team. Delayed recruitment has generated salary savings which have substantially offset the cost of establishing the Council's new Coffee Shop staff.
Risk Management	Maintaining a full staffing establishment remains important to the effective delivery of Council services. Recruitment to the vacant Facilities Assistant post will improve operational resilience across the Council's buildings and facilities.
Equalities Impact Screening	There are no implications relating to the Equality Act 2010 arising from this report.
Human Rights	No implications arising from this report.
Data Protection /FOI Implications	There are no implications arising from this report
Crime and Disorder Implications	There are no implications arising from this report.
Biodiversity/Climate Implications	There are no implications arising from this report.
Recommendations	That the Committee: a) Notes the Workforce Update. b) Notes the planned recruitment to the vacant Facilities Assistant post.

1.0 Introduction

- 1.1 Since the previous meeting, recruitment has been successfully completed to all newly established posts approved as part of the staffing restructure, with the exception of one Facilities Assistant vacancy. This has significantly strengthened the Council's organisational capacity. The current organisational structure is attached at Appendix A.
- 1.2 The Senior Administrator's appointment was delayed beyond the original planned commencement date. The postholder commenced employment on 6 July 2026 and is currently undertaking the Council's induction programme.
- 1.3 One Facilities Assistant resigned during the previous quarter. Recruitment to this vacancy was intentionally deferred pending the appointment of the Operations Manager to allow a review of operational working arrangements before determining the future requirements of the team.
- 1.4 That review has now been completed and recruitment to the vacant Facilities Assistant post will commence during July, with the aim of appointing a successful candidate as soon as practicable.
- 1.5 The transition to the revised staffing structure requires an initial period of management support, training and knowledge transfer to ensure that responsibilities are transferred appropriately and services continue to be delivered to the required standard.

2.0 Financial Position

- 2.1 The approved staffing budget for 2026/27 was prepared before the Council approved the opening of the Staveley Hall Coffee Shop. Consequently, the Coffee Shop staff were not included within the original staffing establishment or staffing budget.
- 2.2 Delayed commencement dates across a number of appointments generated salary savings during the early part of the financial year. These savings have substantially offset the additional staffing costs associated with opening the Coffee Shop and bringing those posts into the Council's establishment.
- 2.3 The current projected staffing position indicates an overall overspend of approximately £600 against the approved staffing budget for the financial year, despite the inclusion of the additional Coffee Shop team. This variance is considered to be well within normal budget tolerances.

3.0 Induction Progress

- 3.1 The Council has implemented a structured induction programme for all newly appointed employees to support their successful integration into the organisation.
- 3.2 New starters are progressing through their induction programmes, including completion of employment documentation, Health and Safety induction, familiarisation with Council policies and procedures, and role-specific training. Mandatory training requirements are being scheduled and completed as appropriate to each role. Role-specific mentoring and familiarisation with Council assets, services and procedures is continuing as employees develop confidence and competence within their new roles.
- 3.3 Probation review meetings have been scheduled in accordance with the Council's Probation Procedure to ensure employees receive appropriate support and feedback throughout their probationary period.

4.0 Conclusion

- 4.1 The Council has now substantially completed the recruitment programme associated with its organisational restructure. This represents a significant milestone in strengthening the Council's organisational capacity following an extended period of operating with reduced staffing levels.
- 4.2 Whilst the majority of posts are now filled, the organisation remains within a period of transition. Newly appointed employees are continuing to complete their induction and probationary periods whilst developing an understanding of their individual roles, Council procedures and service responsibilities.
- 4.3 As new managers and staff become established, attention is also being given to reviewing existing working practices, implementing appropriate systems and addressing areas that have accumulated during the period of reduced staffing, including the implementation of governance, compliance and operational improvements. This work is essential to establish sustainable and resilient service delivery but will inevitably take time before the full benefits of the revised staffing structure are realised.
- 4.4 As managers familiarise themselves with their areas of responsibility, priority is appropriately being given to establishing compliance,

strengthening operational controls and addressing historic maintenance and health and safety matters before new service developments are progressed.

- 4.5 The Council is therefore entering a period focused on embedding the new workforce, strengthening governance and operational arrangements, and ensuring that improvements are delivered on a sustainable basis rather than through short-term reactive measures.

STAVELEY TOWN COUNCIL STAFFING STRUCTURE

(last updated 7 July 2026)



Approved Staffing Establishment

Service	Posts	Total hours	FTE
Town Clerk & RFO	1	37	1.00
Operations Manager	1	37	1.00
Senior Administrator	1	18.5	0.50
Assistant Clerk	1	28	0.76
Administration Assistant	1	18.5	0.50
Finance Assistant	1	20	0.54
Events Officer	1	15	0.41
Venue & Facilities Officer	1	37	1.00
Facilities Assistants	3	55	1.49
Coffee Shop Supervisor	1	18	0.49
Coffee Shop Assistant	1	12	0.32
Cleaners	2	33	0.89
	15	329	8.89

Workforce Dashboard

Indicator	Q1			Q2		Q3		Q4	
	Current	Previous Qtr	Trend	Current	Trend	Current	Trend	Current	Trend
Workforce Overview									
Employees in post	13	-	▲						
Approved Establishment	15	-	→						
Vacancies	1		▼						
New starters (Quarter)	8	-	▲						
Leavers (Quarter)	2	-	▲						
Attendance									
Employees with sickness absence	1	3	▼						
Long-term absence	0	0	→						
Working days lost to sickness	11	8	▲						
Training & Compliance									
Mandatory training compliance score	16%	6%	▲						
Handbook acknowledged	NYA								
SOPs signed	NYA								
Probations completed	1	0	▲						
Health & Safety									
Accidents	0	0	→						
Near misses	0	0	→						
First Aiders	1	1	→						
Fire Marshals	2	1	▲						
Commentary	Recruitment to the revised establishment has now been completed. There is 1 vacancy and one delayed start. Induction of new staff continues. There are no significant workforce risks requiring Committee intervention at this time.								

STAVELEY TOWN COUNCIL – HR COMMITTEE**MEETING – 14 JULY 2026**

Report title	HR Committee Work Programme 2026/27
Purpose of report	To present a draft work programme for the Committee to consider and approve.
Council Delivery Plan Aims and Objectives Met	People, Assets and Governance • Increased trust from local residents and businesses • Reliable, well performing, value for money services • Improved reputation with public sector partners
Summary Implications:	
Financial/Staff	No implications arising directly from this report.
Risk Management	A well developed work programme reduces risk by ensuring that all areas of HR and Health and Safety are managed.
Equalities Impact Screening	There are no implications relating to the Equality Act 2010 arising from this report.
Human Rights	No implications arising from this report.
Data Protection /FOI Implications	There are no implications arising from this report
Crime and Disorder Implications	There are no implications arising from this report.
Biodiversity/Climate Implications	There are no implications arising from this report.
Recommendations	That the Committee approves the attached HR Work Programme for 2026/27.

1.0 Introduction

- 1.1 The purpose of the Work Programme is to provide Members with forward visibility of the Committee's expected programme of business, ensuring that key employment matters are reviewed on a planned basis throughout the municipal year.

- 1.2 The programme also assists officers in planning reports and helps ensure that statutory and corporate responsibilities are discharged in a timely manner.
- 1.3 The programme is intended to remain flexible and may be amended throughout the year to reflect emerging issues, legislative changes or matters referred by Council.

Committee	Meeting Date	Report	Lead Officer	Status
HR	14-Jul-26	Staffing Update	Town Clerk	
HR	14-Jul-26	Recruitment	Town Clerk	
HR	14-Jul-26	Probations	Town Clerk	
HR	14-Jul-26	Annual Work Programme	Town Clerk	
HR	14-Jul-26	Training Plan	Town Clerk	
HR	06-Oct-26	Staffing Update	Town Clerk	
HR	06-Oct-26	Sickness Statistics	Town Clerk	
HR	06-Oct-26	Policy Reviews	Town Clerk	
HR	06-Oct-26	Staff survey/appraisals	Town Clerk	
HR	06-Oct-26	Establishment Review	Town Clerk	
HR	06-Oct-26	Staffing Budget	Town Clerk	
HR	02-Feb-27	Staffing update	Town Clerk	
HR	02-Feb-27	Pay award update	Town Clerk	
HR	02-Feb-27	Policy reviews	Town Clerk	
HR	06-Apr-27	Staffing update	Town Clerk	
HR	06-Apr-27	Appraisal summary	Town Clerk	
HR	06-Apr-27	Annual HR report to Council	Town Clerk	