



## Horsforth Town Council

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To Members of the Staffing and Employment Committee

You are summonsed to attend a meeting of the Staffing and Employment Committee on Wednesday 10<sup>th</sup> January 2024 at 7pm to be held at the **Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree  
Town Clerk  
05.01.2024

### Agenda

- 1. Introduction from the Chair**
- 2. To receive apologies and consider reasons for absence.**
- 3. Declaration of Disclosable Pecuniary and other Interests**
- 4. To consider questions and comments from members of the public at the Chairman's discretion.**  
Members of the Public are reminded that this is their opportunity to speak to the Meeting on any topic relevant to the work of the Committee. However, they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.
- 5. Minutes of the previous meeting**  
To confirm and accept the minutes of the Staffing and Employment Committee held on 9<sup>th</sup> November 2023. See Agenda Pack.
- 6. Exclusion of press and public**  
In view of the confidential nature of the business about to be transacted at agenda items 7 to consider temporarily excluding the press and public and that they be asked to withdraw from the meeting.
- 7. To receive an update about staffing matters and agree any necessary action including:**
  - i. To receive an update about the Clerks appraisal and agree any necessary action
  - ii. To receive an update about the Administration Assistants ILCA training, review her working hours and agree arrangements for the Administration Assistants appraisal
  - iii. To consider the staffing costs for 2024-2025
- 8. To confirm the date of the next meeting**

*Distribution: D. Brosnan, D. Collins, S. Dowling, F. Gains, J. Garvani, R. Hardcastle, J. Tumalan.*