



## Horsforth Town Council

### Staffing & Employment Committee Minutes Thursday 5 July 2018 at 6.00pm

**Present: In Chair** - Cllr S Dowling

Cllr R Hardcastle, Cllr M Hughes, Cllr I Scott, Cllr V Wood-Robinson

**In attendance:** J Sou – Clerk

- S&E/18.1**      **To receive apologies for absence and to consider the reason for the absence**  
**RESOLVED:** That the apologies and reasons for absence from Cllrs D Collins and J Garvani be accepted.
- S&E/18.2**      **Declaration of Disclosable Pecuniary and other Interests**  
None declared.
- S&E/18.3**      **To consider questions and comments from members of the public at the Chairman's discretion**  
No members of the public present.
- S&E/18.4**      **Minutes of the previous meetings**  
The Committee was asked to approve the minutes of the meeting held on Tuesday 27 March 2018.  
**RESOLVED:** That the minutes of the meeting held on Tuesday 27 March 2018 are a true record.
- S&E/18.5**      **Appointment of line manager**  
**RESOLVED:** To appoint Cllr D Collins as line manager for all staff until the end of the current Council term.
- S&E/18.6**      **Public Bodies (Admission to Meetings) Act 1960**  
**RESOLVED:** Under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during items 7 - 9 of the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- S&E/18.7**      **Staff appraisals**  
Members considered a written report from Cllr D Collins on P Fearon's appraisal carried out on 3 July 2018.  
**RESOLVED as follows:**
1. That P Fearon's fixed contractual hours remain at 18 hours per week;
  2. That P Fearon be paid overtime or be given time off in lieu for evening working, as agreed with her line manager.

Signed ..... Dated .....

Other items raised in the report arising from a staff meeting to be dealt with at a future meeting of the Committee.

**S&E/18.8 Staff appointments**  
**RESOLVED: That P Fearon has satisfactorily completed her probationary period and to confirm her appointment.**

**S&E/18.9 Staff training and development**  
Clerk's progress with CILCA discussed.  
Training proposals were put to members and approved as follows:

- P Fearon – ILCA, West Yorkshire Pension Fund, membership of SLCC
- J Sou and P Fearon – SLCC regional training seminar

**S&E/18.10 Staffing & Employment Committee meeting dates**  
The following dates were set:  
Thursday 30 August 2018 at 7pm  
Thursday 22 November 2018 at 7pm  
Thursday 7 February 2019 at 7pm

**S&E/18.11 Items for future agenda**  
Staffing policies and procedures  
GDPR privacy notices  
Report and matters arising from staff meeting of 3 July 2018

**S&E/18.12 Date of the next meeting**  
The date of the next meeting is Thursday 30 August 2018 at 7pm.  
**Noted.**

The meeting closed at 6.45pm

*Distribution: Cllrs D Collins, S Dowling, J Garvani, R Hardcastle, M Hughes, I Scott, V Wood-Robinson*

Signed ..... Dated .....