



Horsforth Town Council

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To Members of the Staffing & Employment Committee:

You are summonsed to attend a meeting of the Staffing & Employment Committee at the Town Council Office, Mechanics Institute, Town Street, Horsforth on **Thursday 22 November 2018 at 7pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou
Clerk
15 November 2018

Agenda

- 1. To receive apologies for absence and to consider the reason for the absence**
- 2. Declaration of disclosable pecuniary and other Interests**
To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of the Members' Code of Conduct. Also to declare any other significant interests which the member wishes to declare in the public interest, in accordance with paragraphs 20-21 of the Members' Code of Conduct.
- 3. 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.
- 4. Minutes of the previous meetings**
Committee is asked to approve the minutes of the meetings held on 30 August 2018.
See agenda pack.
- 5. Public Bodies (Admission to Meetings) Act 1960**
The Committee is asked that in view of the confidential nature of the business about to be transacted at agenda items 6 to 8 to temporarily exclude the press and public and that they are asked to withdraw from the meeting.
- 6. Staff training and development**
To consider and to agree any necessary action.
To include update on CILCA.
- 7. Annual leave policy**
To consider review of notice periods.

- 8. Flexi and TOIL policy**
To consider reviewing requirement for staff to take a 20 minute rest break after 6 hours working.
- 9. Office mobile telephone**
To consider providing an office mobile telephone for staff.
- 10. Christmas closure**
To consider recommending to Council to close office for extra days 2 – 4 January 2019.
- 11. Staffing policies and procedures**
To receive an update.
- 12. Correspondence received and matters for information**
To note.
- 13. Items for future agenda**
- 14. Date of next meeting**
Next meeting of the Committee: 7 February 2019.
Deadline for agenda items: 24 January 2019.

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