



Horsforth Town Council

Staffing and Employment Committee Minutes

17 March 2022 at 10:15am

Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present:

In the Chair: Cllr S M Dowling

Cllrs C Calvert, D Collins, J Garvani, R Hardcastle, B Heaviside, R Jones

In attendance: J Sou, Clerk

SE/21.18 – 21.20 These minutes numbers have been left blank intentionally

SE/21.21 To accept apologies and the reason for absence

RESOLVED: To accept the apologies and reasons for absence from Cllr T Stones.

SE/21.22 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/21.23 To consider questions and comments from members of the public at the Chairman's discretion

No members of the public present.

SE/21.24 Minutes of the previous meeting

RESOLVED: That the minutes of the informal staffing advisory meeting held on 11 January 2022 are a true record.

SE/21.25 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 the remaining items on 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.

SE/21.26 Recruitment 2022

Noted: that following interviews for the post of deputy clerk, the Recruitment Panel had agreed that no appointment should be made.

RESOLVED: That Council should seek to appoint two additional officers as follows:

- an administration assistant - NJC SCP 7-17, 18 to 24 hours per week
- an assistant clerk, with progression to deputy clerk – NJC SCP 18-23, 24 to 28 hours per week

ACTION: Committee to review job descriptions for four posts: administration assistant, assistant clerk, deputy clerk and clerk.

Signed Dated.....

ACTION: Clerk to provide draft job descriptions to members before the next meeting of the Committee.

SE/21.27 Date of the next meeting
Thursday 24 March 2022 at 6pm

The meeting closed at 11:45am.

*Distribution: Cllrs C Calvert, D Collins, S M Dowling, J Garvani,
R Hardcastle, B Heaviside, R Jones, T Stones*

Signed Dated.....