



## 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 31<sup>st</sup> August 6.30pm to be held at the Town Council Office, Mechanics Institute, Town Street, Horsforth for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree  
Locum Clerk  
27<sup>th</sup> August 2022

### Agenda

**1. To receive apologies and consider reasons for absence.**

**2. Declaration of Disclosable Pecuniary and other Interests**

**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 meeting**

To confirm and accept the minutes of the Staffing and Employment Committee held on Thursday 11<sup>th</sup> August 2022.

**5. Exclusion of press and public**

In view of the confidential nature of the business about to be transacted to consider temporarily excluding the press and public and that they be asked to withdraw from the meeting.

**6. Ongoing support for Clerk of the Council**

- To receive an update about Occupational Health Report and recommendations
- To note the Clerks intentions and consider the exit plan
- To compile, edit and review our Clerk's reference letter
- To review any outstanding holiday pay
- To agree any necessary action

**7. To review working practices**

**8. To review present staffing**

**9. To receive an update about the Locum Clerk**

**10. Recruitment Update**

To review current job vacancies and agree any necessary action

**11. To confirm the date of the next meeting**

*Distribution: D Collins, S Dowling, K Firth, J Garvani, R Hardcastle, R Jones, T Stones, M Townsley*