



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

To Members of the Staffing and Employment Committee

You are summonsed to attend a **meeting of the Staffing and Employment Committee** on Monday 12th September 2022 at 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
07/09/2022

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 31st August 2022. See Agenda Pack.

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 the exit plan
- To review Final Salary arrangements
- To agree any necessary action

7. To review present staffing

- To receive an update about increasing part-time role to full-time
- To review salary and scale

- To review the Staffing and Structure Review and to consider recommendations, to additionally inform and address retention of staffing. See agenda pack.
- Training needs for example Rialtas - accounts and administration software
- To agree any necessary action

10. Recruitment Update

To review the need for a part time Administration role 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