



Horsforth Town Council

Staffing Minutes and Action Points/Recommendations

Date of Meeting:	Tuesday, 27 September 2022			
Venue:	Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL			
In the Chair:	Cllr Tracy Stones			
Minute taker appointed:	Cllr Dawn Collins			
Present: (Tick if present)	Cllr Dawn Collins	✓	Cllr Ray Jones	✓
	Cllr Simon Dowling	✓	Cllr Tracy Stones	✓
	Cllr Kat Firth	✓	Cllr Margaret Townsley	<input type="checkbox"/>
	Cllr John Garvani	<input type="checkbox"/>		<input type="checkbox"/>
	Cllr Richard Hardcastle	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
In attendance (officers/guests):	None No members of the public were in attendance either			
Apologies and reasons received and accepted from:	Cllr Margaret Townsley – Rainbows Cllr Richard Hardcastle – hospital Cllr John Garvani – another meeting			
Declarations of interest:	none			

ACTION POINTS AND RECOMMENDATIONS			
No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
	Minutes of the previous meeting were approved	note	
	In view of the confidential nature of the business about to be transacted the press and public were temporarily excluded from the meeting	note	
	Cllr Stones has been in touch with Julie since her 'final day' and believes that Julie is still comfortable with her decision to leave.	note	

Signed Dated

ACTION POINTS AND RECOMMENDATIONS			
No.	Actions/Recommendations Agreed & Any Deadlines	Action assigned to	Tick when done
	Tracy Sutcliffe calculated the final payment figure for Julie Sou but Julie asked for there to be a correction. Final figure was £4683.10. Most of this was for holiday		
	<p>Increasing Becky Crabtree's role from part time to full time.</p> <ul style="list-style-type: none"> • Formal offer letter was agreed (with minor changes) and will be sent to Becky before the end of the week. • Becky's probation period to be 6 months from 22nd June 2022 with the right to extend it by a further 3 months • Job description needs to be part of her employment contract • Band 29, £33,486 per annum 37.5 hours per week. Flexible hours. Some hours to be in the evening at evening meetings. Minimum office hours Tues, Wed and Thurs 10.00am to 2.30pm. • Becky needs to give one months' notice to her other employers. Becky to confirm her full time start date asap. 	note	
	<p>Office requires an intercom so that clerk and employees can talk to people at the door without opening the door.</p> <p>Office has a panic button but unsure how effective this is.</p>	Note	
	<p>Mental Health and Wellbeing needs to be maintained within the office. Councillors may need training and a 'work load' review will be required before the end of the calendar year.</p> <p>'Leeds Mindful Employers' may be a good source of support and training</p>	Note Tracy	
	<p>Becky will feedback to councillors jobs that could be taken out of the general clerk roll and done by a separate member of staff.</p> <p>Clrs did not believe it was necessary to re advertise any potential staff vacancies at this time.</p>	Becky	
	Grievance procedure, disciplinary procedure etc needs to be reviewed to ensure it is still up to date	note	
	Expectation will be that by the end of this financial year we will no longer need Tracy Sutcliffe. Becky may require additional training on some financial aspects before Tracy's final day	note	

Date of next meeting:	Click or tap to enter a date.
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Signed Dated

Meeting finished at:	19:36
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Signed Dated