



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 Monday 31st October 2022 at 7pm 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
25/10/2022

Agenda

1. **To appoint a minute taker**
2. **To receive apologies and consider reasons for absence.**
3. **Declaration of Disclosable Pecuniary and other Interests**
4. **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.
5. **Minutes of the previous meeting**
To confirm and accept the minutes of the Staffing and Employment Committee held on 27th September 2022. See Agenda Pack.
6. **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.
7. **To review staffing documentation:**
 - 7.1. To review, agree and ratify the content and wording of the draft contract for the new full-time Clerk
 - 7.2. To receive an update about the reference request
 - 7.3. To review, agree and ratify the content and wording of the draft job description for the full-time Clerk

7.4. To decide when the documentation will be signed and witnessed

8. 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