



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 Thursday 8th December 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
Town Clerk
02/12/0022

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 October 2022. See Agenda Pack.
5. **Exclusion of press and public**
In view of the confidential nature of the business about to be transacted at item 6 to consider temporarily excluding the press and public and that they be asked to withdraw from the meeting.
6. **To review present staffing**
 - 6.1. To meet with the newly appointed Clerk for an update.
7. **Recruitment update**
 - 7.1. To review the current staffing structure.
 - 7.2. To review the proposed responsibilities for an Administration Assistant role, consider the advert and Job Description and agree any necessary action. Draft documents to be provided.
8. **To consider the staffing budget for 2023-2024. See Agenda Pack.**

9. 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