



Horsforth Town Council

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Staffing and Employment Minutes
Monday 9th January 2023 at 7pm
Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr T Stones (Chair)
D Collins, SM Dowling, K Firth, R Hardcastle, R Jones,
In attendance: B. Crabtree – Clerk

SE/22.38 To receive apologies and consider reasons for absence.
Apologies were received from Cllr Garvani and Cllr Townsley and reasons were approved.

SE/22.39 Declaration of Disclosable Pecuniary and other Interests
None declared.

SE/22.40 To consider questions and comments from members of the public at the Chairman's discretion.
No members of public were present.

SE/22.41 Minutes of the previous meeting
Resolved to approve the minutes of the Staffing and Employment Committee held on 8th December 2022.

SE/22.42 Exclusion of press and public
No members of public were present.

SE/22.43 Recruitment

22.43.1 To consider applications and shortlist for interview;
Members of the interview panel considered the applications and agreed the candidates to invite to an interview on 16th January 2023.

22.43.2 To consider membership of the interview panel;
Resolved that Cllr SM Dowling, Cllr Collins and the Clerk would be members of the interview panel and Cllr Kirth would be a reserve.

22.43.3 To consider the interview process and questions
Resolved to agree the proposed interview questions with amendments.

SE/22.44 Staffing Matters

To consider the following matters and agree any necessary action:

22.44.1 Appraisal process
Resolved to defer to the next meeting.

22.44.2 KPIs for staff
Resolved to defer to the next meeting.

22.44.3 Monthly meetings - staff members
Resolved to defer to the next meeting.

22.44.4 Probation process for new staff

Resolved to defer to the next meeting.

22.44.5 Training standards for staff

Resolved to defer to the next meeting.

22.44.6 Induction for staff

Resolved to defer to the next meeting. It was noted that the Clerk is preparing a Staff handbook.

22.44.7 Staffing policies and procedures

Resolved to defer to the next meeting.

SE/22.45 To confirm the date of the next meeting

Resolved that the next meeting will be held on 16th January 2023 at 8.30pm.

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