



Horsforth Town Council

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To Members of the Staffing & Employment Committee

You are summonsed to attend a meeting of the Staffing & Employment Committee at St Margaret's Parish Centre, Church Lane, Horsforth on **Wednesday 27 September 2017 at 6:15pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou
Acting Clerk
22 September 2017

Agenda

- 1. To receive apologies for absence and to consider the reason for the absence**
- 2. Declaration of disclosable pecuniary and other Interests**
To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of the Members' Code of Conduct. Also to declare any other significant interests which the member wishes to declare in the public interest, in accordance with paragraphs 20-21 of the Members' Code of Conduct.
- 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 meetings**
Committee is asked to approve the minutes of the meetings held on 24 August 2017.
See agenda pack.
- 5. Public Bodies (Admission to Meetings) Act 1960**
The Committee is asked that in view of the confidential nature of the business about to be transacted at agenda items 6 to temporarily exclude the press and public and that they are asked to withdraw from the meeting.
- 6. Clerk's return to work**
To consider and to agree any necessary action.

7. Staffing and employment policies and procedures

To consider policies and procedures, including:

- Home working policy
- Medical suspension policy
- Absence policies

8. Items for future agenda

9. Date of next meeting

To be advised.

Distribution: Cllrs D Collins, S Dowling, J Garvani, R Hardcastle, I Scott, V Wood-Robinson