



**Horsforth Town Council**

Mechanics Institute  
Town Street  
Horsforth  
Leeds  
LS18 5BL

**[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – **0113 258 0988****

**To Members of the Staffing & Employment Committee**

You are summonsed to attend a meeting of the Staffing & Employment Committee at the **Town Council Office, Mechanics Institute, Town Street, Horsforth on Thursday 16 November 2017 at 6pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou  
Acting Clerk  
10 November 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 meeting held on 30 October 2017. To be provided.
- 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 8 to temporarily exclude the press and public and that they are asked to withdraw from the meeting.

**6. Employment of Clerk**

To consider matters relating to the Clerk's employment, including the following:

- Pay scales
- Job description
- CILCA training and subsequent pay review

**7. Employment of additional member of staff**

To consider matters relating to the employment of an additional member of staff, including the following:

- Job description
- Pay scales
- Recruitment process and timescales

**8. External support from bookkeeper**

To consider the support provided to the office by Tracy Sutcliffe, bookkeeper.

**9. Staffing policies and procedures**

To consider.

**10. Emergency contacts**

To consider.

**11. Items for future agenda**

**12. Date of next meeting**

To be advised.

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