



Horsforth Town Council

Mechanics Institute
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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 **Monday 25 March 2019 at 6:30pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou
Clerk
19 March 2019

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 22 November 2018 and 7 February 2019.
- 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 and 7 to temporarily exclude the press and public and that they are asked to withdraw from the meeting.
- 6. Review of administration assistant/assistant clerk post**
To consider job description, grading and hours.
- 7. Recruitment**
To consider recruitment to fill vacancy for administration assistant/assistant clerk post.

8. Date of next meeting

Next meeting of the Committee: To be advised

Deadline for agenda items:

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