



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 the Town Council Office, Mechanics Institute, Town Street, Horsforth on **Tuesday 16 April 2019 at 6:30pm** for the purpose of transacting the following business.

This meeting is open to the public but includes confidential business from which the public will be excluded.

J Sou
Clerk
11 April 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 25 March 2019.
See **Appendix 1**.
- 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. Vacancy - to consider the following:**
 - 6.1.** To consider applications and shortlist for interview;
 - 6.2.** To consider membership of the interview panel;
 - 6.3.** To delegate authority to the interview panel to make the appointment to fill the vacancy;
 - 6.4.** To consider interview process and questions.
- 7. To authorise the Clerk to calculate and make the final salary payment due to the officer leaving the Council's employment**

8. **To confirm permission to the Clerk to have her pet dog at the office during working hours.**

9. **Date of next meeting**

Interview panel to meet on 24 April 2019 to conduct interviews.

Next meeting of the Committee: To be advised.

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



Horsforth Town Council

Staffing & Employment Committee Minutes Monday 25 March 2019 at 6:30pm

Present: In Chair - Cllr S Dowling

Cllr J Garvani, Cllr R Hardcastle (arrived 7:18pm), Cllr I Scott

In attendance: J Sou – Clerk

- S&E/18.71 To receive apologies for absence and to consider the reason for the absence**
RESOLVED: That the apologies and reasons for absence from Cllrs D Collins, M Hughes and V Wood-Robinson be accepted.
- S&E/18.72 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.
- None declared.
- S&E/18.73 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.
- No members of the public present.
- S&E/18.74 Minutes of the previous meetings**
 The Committee was asked to approve the minutes of the meetings held on 22 November 2018 and 7 February 2019.
- RESOLVED:**
1. That the minutes of the meeting held on 22 November 2018 are a true record.
 2. That the minutes of the meeting held on 7 February 2019 are a true record.
- S&E/18.75 Public Bodies (Admission to Meetings) Act 1960**
 The Committee was 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.

RESOLVED: Under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during items 6 and 7 of the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

S&E/18.76 Review of administration assistant/assistant clerk post

RESOLVED to make recommendations to Council as follows:

1. To re-name the post of administration assistant to administration officer with progression to assistant clerk on attainment of ILCA expected within 6 months of appointment or immediately if the successful applicant already holds ILCA;
2. To grade the post of administration officer at new NJC SCP 7-10;
3. To grade the post of assistant clerk at new NJC SCP 11-13;
4. To set the working hours of the administration officer/assistant clerk at 24 hours per week over 4 days with a requirement to attend evening meetings;
5. To appoint the Clerk as the line manager for the administration officer/assistant clerk;
6. To approve the amended job description (attached).

Note: Cllr Hardcastle arrived during this item.

S&E/18.77 Recruitment

RESOLVED as follows:

1. Subject to Council's decision regarding re-naming and re-grading, to recruit an administration officer/assistant clerk;
2. To recommend an appointment to Council;
3. To advertise the post on the Council website and Facebook page and on the Leeds City Council and YLCA job pages;
4. To set the following timetable: deadline for applications 12 April 2018 at 4pm; interviews to take place on 24 April 2018 from 6:30pm;
5. To recommend to Council to delegate the final appointment to the Staffing and Employment Committee;
6. To ask Council to set a recruitment budget.

S&E/18.78 Date of the next meeting

Date of next meeting: to be advised

The meeting closed at 8:21pm

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