



Horsforth Town Council

Staffing & Employment Committee Minutes Tuesday 16 April 2019 at 6:30pm

Present: In Chair - Cllr S Dowling

Cllr D Collins, Cllr J Garvani, Cllr R Hardcastle, Cllr I Scott, Cllr V Wood-Robinson

In attendance: J Sou – Clerk

S&E/18.79– S&E/18.80 These minute numbers have been left blank intentionally.

S&E/18.81 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllr M Hughes be accepted.

S&E/18.82 Declaration of Disclosable Pecuniary and other Interests
None declared.

S&E/18.83 To consider questions and comments from members of the public at the Chairman's discretion
No members of the public present.

S&E/18.84 Minutes of the previous meetings
RESOLVED: That the minutes of the meeting held on 25 March 2019 are a true record.

S&E/18.85 Public Bodies (Admission to Meetings) Act 1960
RESOLVED: Under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during items 6 to 8 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/18.86 Vacancy
RESOLVED as follows:

1. To long-list without the applicants' personal information
2. To short-list five candidates identified as numbers 3, 12, 14, 30 and 16 and to invite for interview, with number 32 in reserve.
3. The interview panel to consist of Cllrs D Collins, S Dowling, J Garvani, R Hardcastle and I Scott.
4. To delegate authority to the interview panel to make the final appointment
5. Interview process and questions agreed.

S&E/18.87 To authorise the Clerk to calculate and make the final salary payment due to the officer leaving the Council's employment

Signed Dated

RESOLVED: To agree the payments due as presented by the Clerk, the amounts to be confirmed by the Council's bookkeeper, and to authorise the Clerk to make the payments due.

S&E/18.88 To confirm permission to the Clerk to have her pet dog at the office during working hours
RESOLVED: To confirm permission for the present but to keep under review.

S&E/18.89 Date of the next meeting
Interview panel to meet on 24 April 2019 to conduct interviews.
Next meeting of the Committee to be advised.
Noted.

The meeting closed at 9:45pm

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

Signed Dated