



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 **Wednesday 19 June 2019 at 4:45pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou
Clerk
14 June 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 16 April 2019.
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 10 to temporarily exclude the press and public and that they are asked to withdraw from the meeting.
- 6. Line managers**
 - 6.1.** To consider appointment of line manager for the Clerk
 - 6.2.** To consider line managers' responsibilities. **See agenda pack.**
 - 6.3.** Administration officer line management and day to day workload management

7. Administration Officer

To consider contract and terms. **Papers to be provided at meeting.**
To approve paying subscription to SLCC for administration officer.

8. General working arrangements

To consider office opening hours and staff working hours.

Background information.

The office is currently open to the public Tuesday to Thursday 9:30am to 12:30pm.

The Council operates a flexitime scheme and time-off-in-lieu (TOIL) policy.

The flexitime core hours are Tuesday to Friday 9:30am to 12 noon when staff are required to be at work. The bandwidth within which flexitime operates is 7:30am to 6pm.

After 6pm, TOIL operates.

Copies of these policies to be provided.

9. Training

To consider training, including the following:

- CILCA for Clerk
- ILCA for Administration Officer.
- First Aid training
- Other training – SLCC regional training seminar 31 July 2019, Harrogate: £90+VAT per delegate (discounts available for SLCC members). **See agenda pack for programme.**
- Training for Councillors – YLCA training

10. Staff Appraisals

To consider appraisal dates for officers.

11. Committee terms of reference

To consider.

See agenda pack.

12. Dress code for office

To consider.

13. Staffing and Employment Committee – future meeting dates

To consider.

14. Items for future agenda

15. Date of next meeting

Next meeting of the Committee: See Item 13.

Deadline for agenda items: To be advised.

***Distribution:** Cllrs D Collins, SM Dowling, J Garvani, R Hardcastle, B Heaviside, R Jones, M Leech, T Stones*