



Horsforth Town Council

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To Members of the Finance and General Purposes Committee:

You are summonsed to attend a meeting of the **Staffing and Employment Committee on Thursday 28 October 2021 at 6pm to be held at the Town Council Office, Mechanics Institute, Town Street, Horsforth** for the purpose of transacting the following business.

The meeting is open to the public but will deal with confidential business when the press and public may be excluded.

J Sou
Clerk
22 October 2021

Agenda

1. To consider apologies and the reason for 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. 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 for the remaining agenda items, to temporarily exclude the press and public and that they are asked to withdraw from the meeting.

5. Staffing Review and business continuity plan

To consider the business continuity plan report. **See agenda pack.**

To consider staff roles and requirements

To consider appointing Society for Local Council Clerks to carry out an independent review – costs and timescales to be confirmed

6. Recruitment

To review and adopt a recruitment and selection policy. **See agenda pack for YLCA example policy.**

To consider recruitment process and timescales

7. Locum

To consider appointing a locum assistant clerk pending a permanent appointment

8. Requests for special leave

To consider

9. To consider the following:

9.1. Working from home allowance – payment approved by Finance and General Purposes Committee.
Rate to be decided by Staffing and Employment Committee

9.2. To approve holiday overtime pay due to staff for the years 2019-20 and 2020-21. Allowances were made in the Council's accounts for 2019-20 and 2020-21. Details to be confirmed.

9.3. To approve payments due to or from staff leaving the Council's employment

*Distribution: Cllrs C Calvert, D Collins, S M Dowling, J Garvani,
R Hardcastle, B Heaviside, R Jones, T Stones*