



Horsforth Town Council

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To Members of the Staffing and Employment Committee:

You are summonsed to attend a meeting of the **Staffing and Employment Committee** on **Thursday 17 March 2022 at 10:15am** to be held at the **Town Council Office, Mechanics Institute, Town Street, Horsforth** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou
Clerk
11 March 2022

Agenda

1. **To receive apologies and consider reasons for absence.**
2. **Declaration of Disclosable Pecuniary and other Interests**
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 meeting**
To confirm and accept the minutes of an informal staffing meeting held on 11 January 2022. **See attached.**
5. **Public Bodies (Admission to Meetings) Act 1960**
In view of the confidential nature of the business about to be transacted for the remaining agenda items, Committee is asked to temporarily exclude the press and public and to ask them to withdraw from the meeting.
6. **Recruitment 2022**
 - To consider report on recruitment exercise to date
 - To consider the next steps, including the following:
 - Job roles, job descriptions, person specifications and salaries
 - Interview panel selection
7. **Date of the next meeting**
To be confirmed

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