



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 24 March 2022 at 6:00pm** to be held at **St Margaret's Parish Centre, Church Lane, Horsforth** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

J Sou
Clerk
18 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 the Staffing and Employment Committee held on 17 March 2022.
To be provided.
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 review Job roles, job descriptions, person specifications and salaries. **Draft documents to be provided.**
 - Interview panel selection
 - Recruitment timetable
 - To review recruitment budget
7. **Overtime holiday pay**
To consider and to make recommendations to Council. **Details to be provided.**
8. **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*