



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 Wednesday 31st May 2023 at **7pm** 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.

B Crabtree
Town Clerk
25.05.2023

Agenda

- 1. Introduction from the Chair**
- 2. To receive apologies and consider reasons for absence.**
- 3. Declaration of Disclosable Pecuniary and other Interests**
- 4. 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.
- 5. Minutes of the previous meeting**
To confirm and accept the minutes of the Staffing and Employment Committee held on 23rd January 2023. See Agenda Pack.
- 6. To consider the following staffing matters:**
 - 6.1. To agree arrangements for the staffing review
 - 6.2. To agree the cost for a staff member to complete the ILCA qualification at a cost of £120 and agree any reasonable paid study time
 - 6.3. To note and agree that the annual leave entitlement for all employees increased by one day from 1st April 2023. (Up to 5 years' continuous service: 23 days' annual leave plus 2 extra statutory days plus public holidays.)
 - 6.4. To note and approve the annual leave that has been carried over to 2023-2024.
 - 6.5. To note the new employer pension contributions from 1 April 2023

7. To consider the following policies and agree to recommend to Full Council to approve:

- Equality and Diversity Policy
- Dignity at Work/Bullying and Harassment Policy
- Disciplinary Policy
- Grievance Procedure
- Health & Safety Policy
- Lone Working Policy
- Safeguarding Policy
- Annual Leave
- Special leave
- Absence Reporting Procedure
- Flexitime and time-off-in-lieu Policy
- Attendance and sickness reporting
- Homeworking Policy
- Statement of Intent for Staff and Elected members Training
- Authorities and Responsibilities of a Line Manager for the Clerk to the Council.
- Expenses Policy
- Pension Scheme Discretions Policy

6 To confirm the date of the next meeting

Distribution: D. Brosnan, D. Collins, S. Dowling, F. Gains, J. Garvani, R. Hardcastle, J. Tumalan.