



## 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 Tuesday **19<sup>th</sup> September 2023** at 7pm to be held at the **Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

B Crabtree  
Town Clerk  
13.09.2023

### 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 18<sup>th</sup> July 2023. See Agenda Pack.

**6. Policies and Procedures**

8.. To consider and approve the following policies:

- Lone Worker Policy
- Lone Worker Risk Assessment
- Health and Safety Policy
- The Stables Risk Assessment
- Risk Management Policy
- CCTV Policy

**7. Exclusion of press and public**

In view of the confidential nature of the business about to be transacted at agenda items 8 to consider temporarily excluding the press and public and that they be asked to withdraw from the meeting.

**8. To receive an update about staffing matters and agree any necessary action.**

**8. To confirm the date of the next meeting**

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