



## Horsforth Town Council

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**Staffing and Employment Minutes**  
**Monday 16<sup>th</sup> January 2023 at 8.30pm**  
**Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL**

**Present: In Chair** – Cllr T Stones (Chair)  
D Collins, SM Dowling, K Firth, R Hardcastle, R Jones,  
**In attendance:** B. Crabtree – Clerk

**SE/22.46 To receive apologies and consider reasons for absence.**  
Apologies were received from Cllr Garvani and Cllr Townsley and reasons were approved.

**SE/22.47 Declaration of Disclosable Pecuniary and other Interests**  
None declared.

**SE/22.48 To consider questions and comments from members of the public at the Chairman's discretion.**  
No members public were present.

**SE/22.49 Minutes of the previous meeting**  
**Resolved** to approve the minutes of the Staffing and Employment Committee held on 9<sup>th</sup> January 2023.

**SE/22.50 Exclusion of press and public**  
No members of public were present.

**SE/22.51 Recruitment**  
**22.51.1 To receive recommendations from the interview panel for the Administration Assistant vacancy and to agree any necessary actions**  
The interview panel gave an update about the vacancy and the interviews that were held.  
**Resolved** to appoint the recommended candidate with a starting salary of SCP 9, subject to references for 16 hours per week. The member of staff will be required to complete a 3 month probation period.

**SE/22.52 Staffing Matters**  
**To consider the following matters and agree any necessary action:**

**22.52.1 Appraisal process**  
**Resolved** to defer to the next meeting.

**22.52.2 KPIs for staff**  
**Resolved** to defer to the next meeting.

**22.52.3 Monthly meetings - staff members**  
**Resolved** to defer to the next meeting.

**22.52.4 Probation process for new staff**  
**Resolved** to defer to the next meeting.

**22.52.5 Training standards for staff**

**Resolved** to defer to the next meeting.

**22.52.6 Induction for staff**

**Resolved** to defer to the next meeting.

**22.52.7 Staff Handbook**

**Resolved** to defer to the next meeting.

**22.52.8 Staffing policies and procedures**

**Resolved** to defer to the next meeting.

**SE/22.53 To confirm the date of the next meeting**

**Resolved** to agree the date of the next meeting once the contract has been prepared and the start date has been agreed.

*Distribution: D Collins, S Dowling, K Firth, J Garvani, R Hardcastle, R Jones, T Stones, M Townsley*