



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Staffing and Employment Minutes
Monday 23rd January 2023 at 8.30pm
Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr T Stones (Chair)

D Collins, R Hardcastle, R Jones,

In attendance: B. Crabtree – Clerk

SE/22.54 To receive apologies and consider reasons for absence.

Apologies were received from Cllr Garvani, Cllr SM Dowling and Cllr Firth and reasons were approved.

SE/22.55 Declaration of Disclosable Pecuniary and other Interests

Cllr Jones declared an interest in item SE/22.59.1.

SE/22.56 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

SE/22.57 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee held on 16th January 2023.

SE/22.58 Exclusion of press and public

No members of public were present.

SE/22.59 Recruitment

22.59.1 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 it was noted that the candidate they offered the position to had declined.

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. It was resolved to agree the contract using the model template with required amendments.

Arrangements were agreed if the candidate did not accept the offer.

SE/22.60 To confirm the date of the next meeting

Resolved to arrange a meeting when required.

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