



## Horsforth Town Council

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### Staffing and Employment Minutes Monday 23<sup>rd</sup> 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 16<sup>th</sup> 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*