



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

Wednesday 31st May 2023 at 7pm

Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr J Garvani (Chair)

D. Collins, S. Dowling, R. Hardcastle, J. Tumalan.

In attendance: B. Crabtree – Clerk

SE/23.1 Introduction from the Chair

Cllr Garvani welcomed all to the meeting.

SE/23.2 To receive apologies and consider reasons for absence

Apologies were received from Cllr Brosnan and Cllr Gains and reasons were approved.

SE/23.3 Declaration of Disclosable Pecuniary and other Interests

The Clerk declared an interest in Item SE/23.5.3-SE/23.5.5.

SE/23.4 To consider questions and comments from members of the public at the Chairman's discretion

No members of the public were present.

SE/23.4 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee held on 23rd January 2023.

SE/23.5 To consider the following staffing matters:

23.5.1 To agree arrangements for the staffing review

It was noted that S. White has completed the probation period and it was **resolved** that the Clerk and Cllr Dowling will carry out the staffing review. The appraisal policy will be used to carry out the review. The number of hours that S. White works with the Clerk in the office was discussed and it was agreed that she will be required to work a minimum of 2 days per week in the office but the actual working hours would be flexible.

23.5.2 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

Resolved to agree the cost for S. White to complete the ILCA qualification and allow a maximum of 2 hours per week study time in the office within her contracted weekly hours. Any additional study time out of working hours will be unpaid.

23.5.3 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.)

The increase in annual leave entitlement was noted and agreed.

23.5.4 To note and approve the annual leave that has been carried over to 2023-2024

Resolved to approve the annual leave carried over due to specific circumstances.

23.5.5 To note the new employer pension contributions from 1 April 2023

The employer pension contributions were noted.

SE/23.6 To consider the following policies and agree to recommend to Full Council to approve:

Resolved to approve the following policies en bloc with one amendment to the Annual Leave Policy.

- 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

SE/23.7 To confirm the date of the next meeting

Resolved that the next meeting will be held on 18th July 2023 at 7pm.

The meeting closed at 7.20pm.

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