



Horsforth Town Council

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Staffing and Employment Minutes

Tuesday 18th July 2023 at 7pm

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

Present: In Chair – Cllr J Garvani (Chair)

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

In attendance: B. Crabtree – Clerk

SE/23.8 Introduction from the Chair

Cllr Garvani welcomed all to the meeting.

SE/23.9 To receive apologies and consider reasons for absence

Apologies were received from Cllr Gains and reasons were approved.

SE/23.10 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/23.11 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

SE/23.12 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee meeting held on 31st May 2023.

SE/23.13 Exclusion of press and public

No members of public were present.

SE/23.14 To consider the following staffing matters:

23.14.1 To receive an update about the staffing review

The Clerk and Cllr Dowling reported that they had carried out a staffing review with S. White and gave positive feedback. It was noted that she has completed the first ILCA module.

23.14.2 To consider and agree any necessary action as a result of the review and agree a recommendation to propose to the F&GP Committee

Resolved to increase S. White's working hours to 18 hours per week whilst she completes the ILCA course and the Committee will carry out a review once completed.

It was agreed that the appraisal form will be used as a running document and the Clerk and S. White will have regular meetings until her annual appraisal.

SE/23.15 To confirm the date of the next meeting

Resolved that the next meeting will be held at the Stables on 19th September 2023 at 7pm.

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