



Horsforth Town Council

Mechanics Institute
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Staffing and Employment Committee

Monday 9th January 2023

AGENDA PACK

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



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Staffing and Employment Minutes Thursday 8th December 2022 at 7pm Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL

Present: In Chair – Cllr T Stones (Chair)
S Dowling, J Garvani, R Hardcastle, R Jones, M Townsley
In attendance: B. Crabtree – Clerk

SE/22.29 To receive apologies and consider reasons for absence

Apologies were received from Cllr Collins and Cllr Firth and reasons were approved.

SE/22.30 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/22.31 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

SE/22.32 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee held on 31st October 2022.

SE/22.33 Exclusion of press and public

No members of public were present.

SE/22.34 To review present staffing

The Clerk left the room.

34.1 Resolved that any Councillor can meet with the Clerk to discuss and conduct Council business. Any review of Clerk performance or role will be conducted with another Staffing member present or at a Staffing Meeting.

The Clerk entered the room.

The Clerk gave an update about the work she has carried out and how she feels within her role.

SE/22.35 Recruitment update

35.1 The current staffing and the Staffing and Structure Review that was carried out earlier in the year was noted and discussed.

35.2 Resolved to appoint an Administration Assistant for 16 hours per week with a possible increase in hours within the next year and salary NJC SCP 7-12. The proposed advert and Job Description was agreed with amendments. The closing date for applications is at noon on 9th January 2023, shortlisting will take place on 9th January 2023 at 7pm and the interviews will take place week commencing 16th January 2023.

The Clerk was asked to leave the room to allow the Cllrs to consider a proposal.

Resolved to increase the Clerks salary by one increment from the first day that the new Administrative Assistant begins their new job if the Clerk agrees to be their line manager and train the new member of staff. The Clerk was delegated powers for any associated costs.
The Clerk entered the room.
The Cllrs offered the proposal to the Clerk and it was agreed. A contract variation will be prepared and signed by the Chairman and Clerk.

SE/22.36 To consider the staffing budget for 2023-2024.

Resolved to approve the staffing budget for 2023-2024.

SE/22.37 To confirm the date of the next meeting

Resolved that the next meeting will be held on 9th January 2023 at 7pm.

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

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