



Horsforth Town Council

The Stables
2 Church Road
Horsforth
Leeds
LS18 5LG

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To Members of the Staffing and Employment Committee

You are summonsed to attend a meeting of the Staffing and Employment Committee on Tuesday 20th January 2026 at 6pm to be held at The Stables, 2 Church Road, Horsforth, LS18 5LG for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

S White
Acting Clerk
15/01/2026

Agenda

- 1. Introduction from the Chair**
- 2. To receive apologies and consider reasons for absence.**
- 3. Declaration of Disclosable Pecuniary and other Interests**
- 4. To consider questions and comments from members of the public at the Chairman's discretion.**
Members of the Public are reminded that this is their opportunity to speak to the Meeting on any topic relevant to the work of the Committee. However, they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.
- 5. Minutes of the previous meeting**
To confirm and accept the minutes of the Staffing and Employment Committee held on 26th November 2025. See Agenda Pack.
- 6. To consider and agree to appoint a Vice Chair of the Committee**
- 7. Exclusion of press and public**
To resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 7 being prejudicial to the public interest.
- 8. To receive an update about staffing matters and agree any necessary action including:**
 - 7.1. To consider the applications received for the Clerk/RFO vacancy, agree a shortlist, and determine the arrangements for interviews. If none or no suitable applications received, consider variations to the job and person specification and the readvertising of the vacancy.
 - 7.2. To agree any arrangement regarding the Locum Clerk
 - 7.3. To receive an update regarding the Admin Assistant including the appraisal

7.4. To consider any other staffing matters

9. To consider correspondence received and agree any action:

9.1. To consider an enquiry about a work experience placement

10. To confirm the date of the next meeting

Distribution: S. Dowling, G Garvani, J. Garvani, C Gillinder, R. Hardcastle, A. Wishart