



## 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 24<sup>th</sup> February 2026 at 7pm to be held at The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting.

S Kauser  
Locum Clerk  
19/02/2026

### 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 20<sup>th</sup> January 2026.
- 6. 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.
- 7. 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 re-advertising of the vacancy.
  - 7.2. To consider any other staffing matters

**8. To consider correspondence received (if any) and agree any action**

**9. To confirm the date of the next meeting**

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