



Horsforth Town Council

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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 Thursday 6th February 2025 at 7pm to be held at the **Town Council Office, 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.

B Crabtree
Town Clerk
28.01.2025

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 3rd October 2024. See Agenda Pack.
- 6. To consider and agree to recommend that the Full Council approves the following policies:**
 - 6.1. Grievance Policy
 - 6.2. Disciplinary Policy
 - 6.3. Sexual & General Harassment Policy
- 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 8 being prejudicial to the public interest.
- 8. To receive an update about staffing matters and agree any necessary action including:**
 - 8.1. To receive an update about the Admin Assistant
 - 8.2. To consider arrangements for upcoming staff appraisals

- 8.3. To note staff members current annual leave and TOIL
- 8.4. To consider any other staffing matters

9. To confirm the date of the next meeting

Distribution: E. Bromley, D. Collins, S. Dowling, F. Gains, J. Garvani, S. Gomersall, R. Hardcastle,