

21 June 2023

To Members of the Council

Dear Sir/Madam

A meeting of the **STAFFING COMMITTEE** (Cllrs; Boden, Davenport, Guilfoyle, Harvey, Hoyle & Needham) will be held in the **GREENWOOD ROOM** Hebden Bridge Town Hall on **MONDAY 26th JUNE 2023** at **7:30 pm**.



Jason Boom
Clerk to the Council



**Hebden Royd
Town Council**

The Town Hall
St George's Street
Hebden Bridge
West Yorkshire
HX7 7BY

Tel 01422 842181
Fax 01422 847052

info@hebdenroydtowncouncil.gov.uk
www.hebdenroydtowncouncil.gov.uk

This meeting is open to the public unless Members decide to exclude the public for any exempt or confidential item of business.

AGENDA

- 1. ELECTION OF CHAIR AND DEPUTY CHAIR OF THE STAFFING COMMITTEE 2023/24** (Role of a committee chair enclosed).
- 2. Apologies for Absence and any substitutions**
- 3. Members` Interests relating to agenda items for this meeting.**
- 4. Matters arising from Minutes of Meeting held 1st March 2023 not itemised on this Agenda.**
- 5. STAFF ARRANGEMENTS AT HEBDEN ROYD TOWN COUNCIL**
To receive an explanation of staffing arrangements, processes and support at HRTC. To explain HRTC aims and objectives and the culture it aims to create and foster.
- 6. COMMUNITY DEVELOPMENT & COMMUNICATION OFFICER**
To confirm the appointment and to provide a draft induction plan for discussion (enc).
- 7. STAFF APPRAISALS/SUPERVISION**
To receive a summary report from the Town Clerk regarding the process and main outcomes along with recommendations for considerations for adoption (enc). To receive report from the Chair of Staffing 2022/23 in addition.
- 8. DISCUSSION**
To discuss and consider how improvements to staffing arrangements may be made.

