

18 April 2024

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 **WEDNESDAY 24<sup>TH</sup> APRIL 2024 at 6PM.**



Jason Boom  
Clerk to the Council



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

## AGENDA

1. **Apologies for Absence and any substitutions.**
2. **Members` Interests relating to agenda items for this meeting.**
3. **Matters arising from Minutes of Meeting held 10<sup>th</sup> April 2024 not itemised on this Agenda.**
4. **APPRAISALS – INFORMATION & RECCOMENDATIONS**  
To receive information regarding appraisals undertaken and recommendations and to decide on actions as appropriate (To be tabled at the meeting)
5. **STAFFING UPDATES – HEBDEN BRIDGE PICTURE HOUSE**  
To consider the staffing updates and to decide on actions as appropriate.
  - Duty Managers
  - Recruitment
6. **STAFF HANDBOOK & NJC GREENBOOK CONFLICTS**  
To receive information regarding the outlined provision of Maternity Pay by HRTC and to decide on actions as appropriate (enc).
7. **TEMPORARY OFFICE ARRANGEMENTS**  
To consider the temporary office arrangements to ensure business continuity during the absence of the Town Clerk and to decide on actions as appropriate (enc).
8. **STAFFING ISSUES REQUIRING ACTION**  
To consider and decide on processes and recommendations presented. (To be tabled at the meeting)