

05 November 2020

To Members of the Council

Dear Sir/Madam

A meeting of the **Staffing Committee** (Cllrs; Courtney, Harvey, Needham, Stow & Young) will be held in the **REMOTELY** on **Wednesday 11th NOVEMBER 2020** at **7:30 pm.**



Jason Boom - Clerk to the Council

Topic: Staffing Committee - 11.11.20 7.30pm start
Time: Nov 11, 2020 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/87615027176?pwd=VlFFYmJvdHErWDIEV29IVlM2Y3JBZz09>

Meeting ID: 876 1502 7176

Passcode: 093229

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 26th February 2020 not itemised on this Agenda**
4. **WORK-RELATED VIOLENCE, HARASSMENT & BULLYING POLICY**
To confirm adoption of the policy (enc)
5. **PAY SETTLEMENT 2020**
To report on the annual NJC Pay settlement and its implementation (enc).
6. **PICTURE HOUSE COMPLEMENTARY TICKETS**
To discuss and consider the scheme and decide on actions as appropriate.
7. **HEBDEN ROYD TOWN COUNCIL & PICTURE HOUSE STAFF**
To receive verbal reports from the Picture House Manager and the Town Clerk on issues relating to staff during the Covid 19 Pandemic.



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8. JOB DESCRIPTION REVIEW

To receive revised job descriptions (enc)

9. HRTC SALARY BUDGET 2021/22

To review 2021/22 salary commitments and to agree to pass them to the Srtaegy & Review Committee as part of the 2021.22 budget process (enc).

10. STAFFING CAPACITY

To discuss staffing capacity within Hebden Royd Town Council and decide on actions as appropriate.

11. STAFFING ACTIONS TAKEN

To advise the committee of actions taken by the Town Clerk with regard to staffing arrangements since the last meeting of the committee (see notes).