

21.01.2025

To Members of the Council



Dear Sir/Madam

You are hereby summoned to a meeting of the **STAFFING COMMITTEE** (Cllrs Morse, Davenport, Guilfoyle, Harvey, Howes, Turner, Woodhead) which will be held in the Terrace Room at Hebden Bridge Town Hall on **MONDAY 27 JANUARY 2025 at 7:30PM**

A handwritten signature in black ink, appearing to read 'Emma Green', is enclosed in a light grey rectangular box.

Emma Green  
Clerk to the Council

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

#### **AGENDA**

- 1. TO RECEIVE APOLOGIES FOR ABSENCE.**
- 2. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**
- 3. MINUTES OF THE MEETING HELD 14 JANUARY 2024**  
To report on matters arising from the minutes of meeting held 14 January 2025 not itemised on this agenda. (enc)
- 4. DEPUTY CLERK RECRUITMENT AND INTERVIEW PROCESS**  
To consider the process and to decide on actions as appropriate (enc)
- 6. APPRAISALS – HBPH & HRTC**  
To consider the appraisal process and to decide on actions as appropriate. (enc)
- 7. HRTC STAFFING CONSIDERATIONS**  
To consider staffing actions in particular in regard to:
  - a) Town Clerk- review of procedures
  - b) Finance administrator – End of temporary contract
  - c) Administrator – Role review (enc)
  - d) Recruitment – timeline and process for further positions (enc)
  - e) Management of overtime and time off in lieu
- 8. HBPH STAFFING CONSIDERATIONS**  
To review structure and roles and to decide on actions as appropriate.