

HEBDEN ROYD TOWN COUNCIL

Meeting of the STAFFING COMMITTEE Held WEDNESDAY, 19 MARCH 2025

MINUTES

PRESENT: **Councillors:** Morse (Chair), Butterick, Harvey, Fraser, Turner and Woodhead.

Clerk: Emma Green

441. TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS.
Apologies were received from Cllrs Davenport and Cllr Guilfoyle.

442. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING AND REQUESTS FOR DISPENSATION.
There were no interests received at this meeting

443. MINUTES OF THE MEETING HELD 27 JANUARY 2025
There were no matters arising from the minutes of meeting held 27 January 2025 not itemised on this agenda.

444. DEPUTY TOWN CLERK & PROJECTS OFFICER
It was reported that Ebony Andrews had been appointed as the new Deputy Town Clerk and Projects Officer. The committee welcomed this appointment.

445. HRTC STAFFING CONSIDERATIONS
The committee considered the staffing actions required in regard to recruitment.
In respect of the post of Local Environment & Allotments Officer it was:
RESOLVED: To approve the Job Description and Person Specification.
That the post will be offered at 37 hours, at SCP 17-22. The role is to be advertised immediately in appropriate locations.
Closing date of midnight on the 6 April.
Shortlisting – 8 April
Interviews – 10 April
Interview panel – Cllr Morse, Cllr Woodhead, Town Clerk.

In respect of the post of Communications and Engagement Coordinator it was:
RESOLVED: To approve the Job Description and Person Specification.
That the post will be offered at 22.5 hours, at SCP 13-17. The role is to be advertised from 22 April in appropriate locations.
Closing date of midnight on the 4 May.
Shortlisting – To be confirmed

Interviews – To be confirmed

Interview panel – Cllr Morse, Cllr Turner, Town Clerk.

446.

EXCLUSION OF THE PRESS AND PUBLIC

There were no exclusions of members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960.

The meeting finished at 7:20pm