

10 June 2024

To Members of the Council

Dear Sir/Madam



You are hereby summoned to a meeting of the **STAFFING COMMITTEE** (Cllrs: Davenport, Guilfoyle, Harvey, Hayes, Howes, McNicholas, Morse) which will be held in the Greenwood Room in Hebden Bridge Town Hall on **TUESDAY 18 JUNE 2024** at 7pm

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

Emma Green  
Acting 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. ELECTION OF CHAIR AND DEPUTY CHAIR OF THE STAFFING COMMITTEE 2024/25 (Role of a committee chair enclosed).**
- 2. TO RECEIVE APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS.**
- 3. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**
- 4. MINUTES OF THE MEETING HELD 24 APRIL 24**  
To report on matters arising from the minutes of meeting held 24 April 2024 not itemised on this agenda. (enc)
- 5. TERMS OF REFERENCE**  
To consider proposed Terms of Reference for this Committee and to decide on actions as appropriate. (enc)
- 6. GREIVANCE & DISCIPLINARY ACTIONS**  
To consider process and actions in respect of outstanding matters and to decide on actions as appropriate. (enc)
- 7. RECRUITMENT**  
To consider the requirements of the Town Council in respect of recruitment and to decide on actions as appropriate.
- 8. STAFFING CONSIDERATIONS**  
To consider staffing matters and to decide on actions as appropriate.

**9. OFFICE ARRANGEMENTS**

To consider the suitability of the office arrangements and to decide on actions as appropriate.

**10. TEAM SUPERVISION**

To receive an update of new practices, team well-being and to decide on actions as appropriate.

**11. HR AUDIT & POLICY REVIEW**

To consider the requirements and desired outcomes and to decide on appropriate actions.

**12. TRAINING FOR STAFF & COUNCILLORS**

To receive an update of training requirements for staff and recommendations for councillors and to decide on actions as appropriate.