

3 July 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
WEDNESDAY 10 JULY 2024 at 7:30pm

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. TO RECEIVE APOLOGIES FOR ABSENCE.**
- 2. TO RECEIVE MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**
- 3. MINUTES OF THE MEETING HELD 18 JUNE 2024**
To report on matters arising from the minutes of meeting held 18 June 2024 not itemised on this agenda. (enc)
- 4. TERMS OF REFERENCE**
The adopted Terms of Reference are enclosed for reference. (enc)
- 5. INVESTIGATION & DISCIPLINARY MATTERS**
To consider process and actions in respect of outstanding matters and to decide on actions as appropriate. (Information to be circulated prior to the meeting)
- 6. RECRUITMENT**
To receive an update in respect of current requirements of the Town Council and to decide on actions as appropriate.
- 7. STAFFING CONSIDERATIONS & OFFICE ARRANGEMENTS**
To consider staffing matters and the suitability of the office arrangements and to decide on actions as appropriate.

8. HR AUDIT & POLICY REVIEW

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

9. TRAINING FOR STAFF & COUNCILLORS

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