

KEIGHLEY TOWN COUNCIL

Ms Safia Kauser
Town Clerk to the Town Council
13 July 2017

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NOTICE IS HEREBY GIVEN THAT an **EXTRAORDINARY** meeting of the Human Resources Committee will be held in the **Meeting Room, Keighley Civic Centre** on **Tuesday 18 July 2017 at 10.30am**



Councillor Gary Pedley
Chair of Human Resources

COMMITTEE MEMBERSHIP

Councillor Pedley (Chair)
Councillor Nazam (Town Mayor)
Councillor S Ahmed

Councillor Anayat (Vice-Chair)
Councillor A Ahmed (Deputy Town Mayor)
Councillor Akthar

*Committee Terms of Reference are contained within the Scheme of Delegation.

ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days notice to the Town Clerk; this may be waived at the Clerk's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Town Clerk, based on subject matter.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behavior that disrupts the meeting (such as oral commentary) will not be permitted

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

As the agenda items may concern staffing matters, some of the agenda items may be proposed to be held in a closed session and will exclude the public and the press under the Public Bodies (Admission to Meetings Act) 1960. That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw for reasons and matters appertaining to staff are of a confidential nature

AGENDA

1 To receive and approve apologies for absence

2 Disclosure of Interests (Members Code of Conduct)

To receive disclosures of personal and prejudicial interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest. An interest must also be disclosed in the meeting when it only becomes apparent to the member during the meeting.

Note: Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner. Members must withdraw from the meeting if the interest is a prejudicial interest unless a dispensation has been obtained from the Town Clerk. Members are reminded that under the Members Code of Conduct they must register within 28 days changes to their financial and other interest and notify the Monitoring Office of any gifts and hospitality received

3 Officers Disclosure of Interests

Under the Local Government Act 1972, section 117; Officers must make a formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk.

Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk. Any approval granted by the Town Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers

4 Grievances Received