

KEIGHLEY TOWN COUNCIL

Mr J T Ashton
Deputy Clerk to the Town Council
11 January 2017

Keighley Civic Centre
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YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Human Resources Committee to be held in the **Brigg Room, Town Hall** on **Tuesday 16th January 2018 at 6.00pm**



Deputy Town Clerk

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 Committee Chairman'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, the priority will be determined by the Chairman, 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 after the meeting.

RECORDING

Under the Openness of Local Government 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.

AGENDA

- 1 To receive and accept apologies for absence**
- 2 To receive Disclosures of Members' Interests (Members Code of Conduct)**
- 3 To receive Officers' Disclosures of Interests**
- 4 Minutes**

To receive and approve the minutes of the Extraordinary meeting of the human Resources Committee held 14 November 2017
- 5 Admission to Meetings**

To resolve to exclude members of the press and public in furtherance of the Public Bodies (Admissions to Meetings Act) 1960, due to the nature of the business to be transacted under agenda items 6 to 9 (confidential staffing matters) being prejudicial to the public interest
- 6 Staffing Report**

To receive and consider the staffing report from the Deputy Town Clerk (to be tabled)
- 7 Recruitment**
 - 7.1 To receive feedback from the interview panel and to note the panel is not recommending a candidate for the post of Admin & Finance Assistant.
 - 7.2 To receive an update on the recruitment of a part-time Town Mayor's Officer
- 8 Employment Law, Human Resources and Health & Safety Contract Review**

To receive an update on the renewal of the contract for the Council's Employment Law, Human Resources and Health and Safety advice
- 9 Staffing Requirements**
 - 9.1 To receive an update from the Special Committee on Staffing Matters regarding the current and proposed temporary staffing arrangements
 - 9.2 To consider, in consultation with the Special Committee on Staffing Matters, the options for the post of Facilities Caretaker
 - 9.3 To consider, in consultation with the Special Committee on Staffing Matters, the staffing structure in its totality to estimate the required funds for the 2018/19 draft budget
- 10 Budget 2018/19**
 - 10.1 To note that schedules of payments and financial reports are being prepared following the absence of the Responsible Financial Officer and will be made available at the earliest opportunity
 - 10.2 To draft and submit a detailed committee budget, in respect of revenue and capital income and expenditure for the following year, to the Finance & Audit Committee.
- 11 Additional Ordinary Meeting**

To consider holding an additional ordinary meeting of the committee (if required) for any matters requiring attention prior to the next scheduled meeting
- 12 Any items for discussion for a future agenda**

To notify the Clerk of matters for inclusion on the agenda of the next meeting
- 13 Date of next committee meeting**

To note the date of the next committee meeting scheduled for Tuesday 17 April 2018 at 6.00pm, Brigg Room, Town Hall.