

## KEIGHLEY TOWN COUNCIL

Mrs Anne L Wilson  
Locum Clerk to the Town Council  
4<sup>th</sup> June 2019

Keighley Civic Centre, North Street  
Keighley, BD21 3RZ  
Tel: 01535 618252  
E mail: Keighleytc@gmail.com

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the Human Resources Committee which will be held in the **Victoria Room**, Keighley Civic Centre on **Tuesday 11<sup>th</sup> June 2019 at 6 p.m.**

Councillor Phil Shaw  
Chairman

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### **COMMITTEE MEMBERSHIP**

Town Mayor	Councillor C Herd
Deputy Mayor	Councillor M Nazam
Councillor C Graham	Councillor M Shaw

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

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### **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 subsequent to 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 behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

## **AGENDA**

### **1. Fire safety Announcement**

### **2. Election of Chairman**

- i) Members are asked to elect a Chairman for the ensuing municipal year 2019-2020.

### **3. Election of Vice-Chairman**

- i) Members are asked to elect a Vice-Chairman for the ensuing municipal year 2019-2020.

### **4. Apologies for absence**

Members are asked to receive apologies of absence for this meeting.

### **5. Declarations of Interest**

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and The relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

- i) Declarations of Interest from Members
- ii) Declarations of Interest from Officers

### **6. Public Question Time and Participation**

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

### **7. Minutes**

Members are asked to approve the draft minutes of the HR Committee meeting held on Friday 22<sup>nd</sup> March 2019.

Copy attached (for HR Committee Members only)

### **5. Date of next meeting**

The date of the next meeting of this committee will be held on Tuesday 23<sup>rd</sup> July 2019.

## 6. Exclusion of Public and Press

**RECOMMENDED** 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, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest

## 7. Staffing

- i) The Locum Town Clerk will update Members on the posts of Civic Centre Manager and Community Development Manager.

Members will be asked to make decisions regarding these roles. Some decisions if made may have implications on the wider organisation and therefore consideration and decisions on this matter will also be required to be made.

A report will be circulated before the meeting.

Copy to follow

- ii) Members are asked to consider the appointment of two apprentices for the Town Council. One an Administrative Officer and one a Community type officer covering - allotments/landscapes/events/community development officer. Full details will be brought to the meeting.