

KEIGHLEY TOWN COUNCIL

Chair - Councillor Mohammad Nazam
9th September 2019

Keighley Civic Centre,
Keighley, BD21 3RZ
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YOU ARE HEREBY SUMMONED TO ATTEND an Extra-Ordinary meeting of the **Human Resources** Committee which will be held in the **Victoria Room**, Keighley Civic Centre on **Monday 16th September 2019 at 5pm**

Councillor Mohammad Nazam
Chair

COMMITTEE MEMBERSHIP

Town Mayor	Councillor C Herd
Deputy Mayor	Councillor M Nazam - Chair
Councillor C Graham - Vice Chair	Councillor M Shaw
Councillor B. Thorne	Councillor A. Mohammed

*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 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. Apologies for absence

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

3. 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

4. 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.

5. Minutes

Members are asked to approve the minutes of the meeting of the Human Resources Committee held on Monday 19th August 2019

Copies of minutes attached

7. 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.

8. Update on Locum Town Clerk

9. Update on all other staffing matters

10. Any other business notified to the Chairman in advance of the meeting.

11. Date of next meeting

The date of the next meeting of this committee will be held on Wednesday 25th September 2019 at 6.00 pm. in the Victoria Room, Keighley Civic Centre.