

KEIGHLEY TOWN COUNCIL



Mr. Joe Cooney
Town Clerk to the Town Council
23rd April 2020

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Human Resources Committee which will be virtually via the following link <https://us02web.zoom.us/j/87618094494> **Wednesday 29th April 2020 at 6pm**. You can also access via phone using the following number and meeting ID number **+44 203 481 5237, Meeting ID: 876 1809 4494**

Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Mayor & Deputy Mayor (Ex-Officio)
Councillor M. Nazam – Chair
Councillor C. Graham – Vice-Chair
Councillor J. Adams

Councillor C. Chapman
Councillor C. Herd

*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 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 then 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 at Council Meetings Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

AGENDA

1. Welcome & Introduction

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 – For Decision

Members are asked to approve the minutes of the extra-ordinary meeting of the Human Resources Committee held on Tuesday 25th February 2020.

Copy attached

6. Exclusion of Public and Press – For Decision

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.

To consider:

7. Progress Report – For Noting

To receive the progress report following the last meeting held Tuesday 25th February 2020.

Copy attached

8. Staff Appraisal & Performance Reviews – For Decision

To consider the new appraisal system proposed by the Town Clerk

Copy attached

9. Display Screen Policy – For Decision

To consider the proposed Display Screen Policy and the action arising out of the policy review

Copy attached

10. Staff Absence Monitoring – For Noting

To receive a report on a new staff absence reporting system and to receive an update on current staff absences.

Copy attached

11. Staff Review – For Decision

To consider the attached report from the Town Clerk as requested at the February meeting.

Copy attached

12. Date of next meeting

The date of the next meeting of this committee will be held on Tuesday 16th June 2020 at 6.00pm.

In the event of an extra-ordinary meeting Councillors will be notified accordingly.