



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk to the Town Council  
8 June 2020

Email: [townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **Human Resources Committee** which will be held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Tuesday 15 June 2021 at 6pm.

Mr. Joe Cooney  
Town Clerk

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### **COMMITTEE MEMBERSHIP**

Cllr. C Graham	Cllr. A Walker
Cllr. C Herd	Cllr. M Anayat
Cllr. M Nazam	Cllr. J Adams – Ex-Officio
Cllr. L Maunsell – Ex-Officio	

\*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 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. Election of Chair for Municipal Year– For Decision

To elect a Chairman for the Municipal year 2021/22

### 2. Election of Vice Chair – For Decision

To elect a Vice Chairman for the Municipal year 2021/22

### 3. Apologies for absence

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

### 4. 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

### 5. 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.

### 6. Minutes – For Decision

Members are asked to approve the minutes of the Human Resources Committee held on Thursday 6 May 2021.

*Copy 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.

To consider:

### 8. Responsible Financial Officer – For Decision

To consider the attached report from the Town Clerk regarding the recruitment of a replacement Responsible Financial Officer.

*Copy attached*

### **9. Time off in Lieu (TOIL) Policy – For Decision**

To consider the attached report from the Town Clerk, in relation to a draft Time off in lieu policy.

*Copy attached*

### **10. Future Items – For Decision**

Councillors are asked to suggest any agenda items for future meetings.

### **11. Date of next meeting**

The date of the next meeting of this committee will be held on Tuesday 21 September 2020 at 6.00pm.