



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
9 November 2021

Email: 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 16 November 2021 at 6pm.

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Cllr. C Graham – Chairman	Cllr. A Walker
Cllr. C Herd – Vice Chairman	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.

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 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. Introduction from Chairman – For Noting

Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.

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 Human Resources Committee held on Tuesday 21 September 2021.

Copy attached

6. Progress Report – For Noting

To receive the progress report following the last meeting held Tuesday 15 June 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.

8. Salary Update – For Noting

To consider a report from the Town Clerk on the current salary budget.

To follow

9. Staffing Update – For Decision

To receive a verbal update from the Town Clerk regarding any staffing issues which are pertinent for the committee.

10. Casual Staff – For Decision

To consider the attached report from the Town Clerk regarding the use of casual staff for venue hire bookings.

Copy attached

13. Staff Equality Training – For Noting

Response from P&G committee

To consider the attached report from the Town Clerk on current staff equality training.

To follow

14. Future Items – For Decision

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

15. Date of next meeting

The date of the next meeting of this committee will be held on Tuesday 16 November 2021 at 6.00pm.