



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk to the Town Council  
15 December 2021

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 Wednesday 22 December 2021 at 6pm.

Mr. Joe Cooney  
Town Clerk

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### **COMMITTEE MEMBERSHIP**

|                               |                            |
|-------------------------------|----------------------------|
| Cllr. C Graham – Chairman     | Cllr. M Anayat             |
| Cllr. C Herd – Vice Chairman  | Cllr K Hussain             |
| 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 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. 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. Staff Appraisals

To consider the outcome of staff appraisals.

*To follow*

### 8. Staffing Budget

To consider the staffing budget for financial year 2022/23.

*To follow*

## **9. Future Items – For Decision**

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

## **10. Date of next meeting**

The date of the next meeting of this committee will be held on Tuesday 18 January 2022 at 6.00pm.



## KEIGHLEY TOWN COUNCIL

Minutes of the Human Resources (HR) Committee held Keighley Civic Centre on Tuesday 21 September 2021

**Present:** Councillor Graham - Chairman  
Councillor Anayat – until 18.35  
Councillor Herd  
Councillor L Maunsell

**Also Present:** Joe Cooney, Town Clerk  
Pip Gibson, Assistant Town Clerk

### **012/2021 (HR) Welcome & Introduction**

The Chairman reminded members of their responsibilities under the council standing orders.

### **013/2021 (HR) Apologies for absence**

Cllr Adams

**RESOLVED** to accept and record the above apologies.

### **014/2021 (HR) Declarations of Interest**

**RESOLVED** there were no 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 from Members.

### **015/2021 (HR) Public Question Time**

None.

### **016/2021 (HR) Minutes**

**RESOLVED** to confirm the minutes of the meeting held on Tuesday 15 June 2021 be confirmed as a true record of the proceedings and signed by the Chair.

### **017/2021 (HR) Progress Report**

Members considered the progress report on decisions taken at the meeting held on Tuesday 15 June 2021.

**RESOLVED** members noted the report.

### **018/2021 (HR) Exclusion of Public and Press**

**RESOLVED** 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.

### **019/2021 (HR) Salary Report**

Members considered a report from the Town Clerk detailing the salary budget up to August 2021.

**RESOLVED** members noted the report.

**RESOLVED** members requested a further update at their November meeting.

### **020/2021 (PG) Staffing Update**

Members received a verbal update from the Town Clerk and Assistant Town Clerk/CDO on pertinent staffing matters.

**RESOLVED** members noted the report.

**RESOLVED** members requested an update copy of the council organisational structure.

**RESOLVED** members requested a further update at their November meeting.

### **021/2021 (PG) Time off in Lieu (TOIL)**

Members considered a report from the Town Clerk on the implementation of the new TOIL Policy.

**RESOLVED** members noted the report.

**RESOLVED** members requested a further update at January 2022 meeting.

### **022/2021 (PG) Casual Staff**

Members considered a report from the Town Clerk on the options for acquiring casual staff to support room hire/function hire.

**RESOLVED** members approved the recruitment of staff on casual contracts to be employed directly by the Town Council.

**RESOLVED** the advertisement, recruitment, allocation of work be delegated to the Town Clerk to manage in response to the council needs.

**RESOLVED** members request a progress report at the next meeting on the recruitment process.

### **023/2021 (PG) Christmas Working Arrangements**

Members considered a report from the Town Clerk on the Christmas working arrangements for employees.

**RESOLVED** members agreed to recommend to Full Council that employees are given an additional days annual leave on Friday 24 December 2021, in addition to the statutory bank holidays on Monday 27 December, Tuesday 28 December and Monday 3 January 2022.

**024/2021 (PG) Staff Equality Training**

Members considered a report from the Town Clerk on Equality and Diversity training undertaken by all staff.

**RESOLVED** members noted the report.

**RESOVLED** members requested the Policies & Governance Committee consider similar training for members.

**025/2021 (HR) Items for future agendas**

Response from Policies & Governance Committee re Equality training for members.

**026/2021 (HR) Date of Next Meeting**

**RESOLVED** to note the date of the next scheduled meeting of this Committee will be held on Tuesday 16 November 2021 at 6.00pm.

**Signed** ..... **Date** .....  
**Chair**