



**Mr. Joe Cooney**  
Clerk to the Town Council

**Wednesday, 06 September 2023**  
Email: [townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **Human Resources Committee** on **Wednesday, September 13, 2023**, at **18:00 - 20:00** in the **Committee Room; Civic Centre, North Street, Keighley, BD21 3RZ**.

Mr. Joe Cooney

Town Clerk

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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

### **14/2023 HR WELCOME & INTRODUCTION**

The Chairman will welcome everyone to the meeting and remind members of their obligations under Standing Order 1 relating to the rules of debate.

### **15/2023 HR APOLOGIES FOR ABSENCE**

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

### **16/2023 HR 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

### **17/2023 HR PUBLIC QUESTION TIME & 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.

### **18/2023 HR MINUTES**

Members are asked to approve the minutes of the Human Resources Committee held on Wednesday 21 June 2023.

### **19/2023 HR PROGRESS REPORT**

Members are asked to receive the progress report on decisions made at the meeting held on Wednesday 21 June 2023

### **20/2023 HR EXCLUSION OF PRESS & PUBLIC**

**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.

**21/2023 HR STAFFING UPDATE 2023/24**

To consider a report from the Town Clerk on staffing arrangements for the current financial year.

**22/2023 HR POLICIES REVIEW**

To review the Lone Working Policy and Employee Code of Conduct and make recommendations to Full Council.

**23/2023 HR CHRISTMAS & NEW YEAR WORKING ARRANGEMENTS**

To consider a report from the Town Clerk on the working arrangements for Christmas & New Year 2023/24.

**24/2023 HR COMMITTEE BUDGET 2024/25**

To consider the committee budget requirements for 2024/25 and make recommendations to the Budget Working Group (BWG).

**25/2023 HR ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on a future agenda.

**26/2023 HR DATE & TIME OF NEXT MEETING**

The date of the next meeting of this committee will be held on Wednesday 15 November 2023, 6.00pm, Civic Centre, North Street, Keighley, BD21 3RZ

**OFFICER SUPPORT TO THE MEETING**

Officers scheduled to attend: Joe Cooney (Town Clerk)  
Brian Morris (Operations Manager)

**APOLOGIES**

Contact the office during normal opening hours (01535) 872126.  
Email: [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

Late apologies should be made by phone to the senior officer scheduled to attend.