

TODMORDEN TOWN COUNCIL

Town Clerk's Office,
Todmorden Community College,
Burnley Road, Todmorden OL14 7BX
07923257879



21st July 2021

townclerk@todmorden-tc.gov.uk
www.todmorden-tc.gov.uk

YOU ARE HEREBY SUMMONED to attend a meeting of the Staffing Committee which will be held on Tuesday 27th July 2021 at 6.30pm in the Cockroft Room at Todmorden Town Hall.

C.R.Hill
C R Hill
Town Clerk

COVID CAUTION

Whilst Government restrictions have been lifted, we would respectfully ask that all persons entering the Town Hall continue to wear face coverings on entry, as they circulate and as they leave.

Entry will now be through the side door and visitors will still need to sign an attendance register.

Please use the hand sanitiser provided as you enter the building.

All Agenda, minutes and meeting papers will be found on www.todmorden-tc.gov.uk which should be checked for any updated Agenda related items.

All enquiries or requests to speak on an item on the Agenda should be received by the Town Clerk no later than Monday 26th July 2021 (townclerk@todmorden-tc.gov.uk) tel 07923257879.

COMMITTEE MEMBERSHIP

M Carrigan (Chair)

D Skelton (Chair)

M Taylor

A H Greenwood (sub L Thorpe)

A Hollis

L Levick

12 Committee Members plus Mayor Ex Officio P Taylor

AGENDA

1. Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

2. Declarations of Interests

To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

3. Public Participation

To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting.

Note: No resolutions can be under public participation

4. Minutes

To approve the draft minutes of the Staffing Committee meeting held on 5th October 2020

5. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960

To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

PRIVATE ITEMS

Confidential on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of schedule 12A to the Local Government Act 1972.

6. Deputy Clerk (Town Clerk and Responsible Financial Officer Designate) – For Decision

To approve the Job Description, Employment Terms, Advert and Timetable for recruitment.

7. Climate Officer – For Decision

To approve the Job Description, Employment Terms, Advert and Timetable for recruitment.

8. Any items for discussion for a future agenda

- Staff Appraisal – Town Clerk/RFO
- Staff Appraisals- Assistant Town Clerk and Administrative Officer
- Review of Assistant Town Clerk and Administrative Officer and pay bands

19. Date of the next Committee meeting

To note the date of the next committee meeting be scheduled for 29th September 2021 at 6.30pm.