

TODMORDEN TOWN COUNCIL

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24th September 2020

YOU ARE HEREBY SUMMONED to attend a meeting of the Staffing Committee which will be held via virtual link owing to the Covid19 restrictions on public meetings on Monday 5th October 2020 at 7.30pm

**C R Hill
Town Clerk**

In view of Covid 19 restrictions on public gatherings public are invited to this meeting through use of zoom remote meeting technology.

To facilitate this, any member of the public wishing to attend and or ask a question on an Agenda item, receive copies of reports from the Agenda or wish raise any other matter, should contact the Town Clerk by email to townclerk@todmorden-tc.gov.uk to make the necessary arrangement to be admitted into the meeting.

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 email enquiries should be received by the Town Clerk no later than Friday 2nd October 2020

C R Hill
Colin Hill
Town Clerk

Meeting Joining Instructions

- 1) Download and sign up to the Zoom app on your PC <https://zoom.us/signup>
- 2) Click on the direct link
<https://zoom.us/j/98358902501?pwd=dGlobU42dDV4bHREVEpabGRTYVc0QT09>
- 3) Alternatively Enter the Meeting ID: **983 5890 2501** and then enter the Passcode: **339767**

COMMITTEE MEMBERSHIP

**CLlr M Carrigan (Chair), CLlr D Skelton (Vice Chair), CLlr A H Greenwood,
CLlr A Hollis, CLlr L Levick, CLlr M Taylor**

6 Committee members plus Mayor CLlr R Coleman- Taylor – ex officio

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 the 12th February 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. Staff Appraisal Policy

To consider the introduction of a Staff Appraisal Policy, including a performance related element.

7. Annual Pay Award

To receive a report recommending that Todmorden Town Council Officers receive an award of 2.75% of salary backdated to April 1st and an increase of 1 day in holiday entitlement as per nationally negotiated terms

8. Staff appraisal and Performance related Award excluding Town Clerk

To receive a report updating Members of Staff performance and to consider an award under the performance related element of the Appraisal Policy

9. Staffing Proposals

To receive a report and background paper recommending an additional 5 hours per week increase in staffing establishment, and additional responsibilities to be added to the Assistant Town Clerk and Administrative Officer roles

10. Town Clerk/Responsible Financial Officer Performance review

To receive a report from the Chairman of Staffing Committee.

11. Date of the next Committee meeting

To be called as and when required.