

TODMORDEN TOWN COUNCIL

Todmorden Town Hall,
Bridge Street, Todmorden,
OL14 5AQ
townclerk@todmorden-tc.gov.uk
www.todmorden-tc.gov.uk



19th January 2023

YOU ARE HEREBY SUMMONED to attend a meeting the Town Council Staffing Committee on Wednesday 25th January 2023 at 7.30pm in the Cockcroft Room at Todmorden Town Hall.

N Crewe

N Crewe
Town Clerk

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 23th January 2023 (townclerk@todmorden-tc.gov.uk) tel 07923257879.

COMMITTEE MEMBERS

D Skelton

A Greenwood

A Hollis

L Needham

L Levick

M Carrigan

AGENDA

1. Apologies for Absence - Decision required

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 – Information only

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. Exclusion of Press and Public - Public Bodies (admission to meetings act) 1960 - Decision required

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.

5. Minutes – Decision required

To approve the minutes of the Town Council meeting held on 15th June 2022.

6. Policy Updates

To review staffing policies presented to the committee.

6a Grievance Policy and Procedure

6b Disciplinary Policy and Procedure

7. Employee Assistance Programme

To consider the provision of an Employee Assistance Programme for recommendation to Full Council for approval.

8. Correspondence received – For Information

To receive and consider any items of correspondence

9. Items for a Future Agenda

10. Date of the next Town Council meeting

To note the date of the next Meeting of the Staffing Committee to be confirmed.

11. PRIVATE: Staffing update - Information only

To receive an update on current staffing matters.

12. PRIVATE: Staffing Review - for Decision

To receive a review the staffing requirements for committees.