

# TODMORDEN TOWN COUNCIL

Todmorden Town Hall  
Bridge Street  
Todmorden  
OL14 5AQ  
Tel: 0770 632 2037  
[www.todmorden-tc.gov.uk](http://www.todmorden-tc.gov.uk)



15<sup>th</sup> April 2026

**You are hereby summoned to attend a meeting of the Staffing Committee on Wednesday 22<sup>nd</sup> April 2026 at 7.30pm 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](http://www.todmorden-tc.gov.uk).

All enquiries or requests to speak on an item on the Agenda should be received by the Town Clerk no later than midday on Monday 20<sup>th</sup> April 2026 ([townclerk@todmorden-tc.gov.uk](mailto:townclerk@todmorden-tc.gov.uk)) tel. 07923257879.

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## Committee Members

Cllr M Carrigan  
Cllr L Thorpe

Cllr A Hollis  
Cllr P Taylor

Cllr A H Greenwood  
Cllr D Skelton

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## 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 Staffing Committee meeting held on 22<sup>nd</sup> October 2025.

**6. Appraisal Policy - Decision required**

To review the appraisal policy and consider recommending it to Full Council for approval.

**7. Staffing Committee Terms of Reference- Decision required**

To review the Staffing Committee's Terms of reference.

**8. Review of the recruitment process – Decision required**

To review the Councils recruitment processes.

**9. Out of Hours Policy – Decision required**

To review the proposed out of hours policy to recommend to Full Council for adoption.

**10. Date of the next Town Council meeting**

To note the date of the next Meeting of the Staffing Committee 21<sup>st</sup> October 2026.

**Private and Confidential**

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.

**11. Staff role review – Decision required**

To review recent material changes to the Town Clerk and Deputy Clerk/RFO job roles.

**12. Recruitment – Decision required**

To receive report about recruitment/cover requirements.