

TODMORDEN TOWN COUNCIL

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



Minutes of the Meeting of Staffing Committee of Todmorden Town Council Held at Todmorden Town Hall on Wednesday 22nd April 2026 at 7.30pm

Councillors present: *Cllrs M Carrigan, P Taylor, A Hollis, D Skelton and A H Greenwood*

Officers: *Ms N Crewe (Town Clerk)*

Members of the Public: 0

2025(SC)016	<p>1. Apologies for Absence To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting noting substitutions at late notice will be allowed.</p> <p><i>Apologies were received from L Thorpe.</i></p> <p>Proposed by Cllr P Taylor Seconded by Cllr A Hollis Approved</p> <p>Resolved: <i>That the apologies of Cllr L Thorpe (Health Reasons) and their reasons for absence are accepted.</i></p>
2025(SC)017	<p>2. Declarations of Interest 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.</p> <p><i>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.</i></p> <p><i>The Town Clerk declared an interest in Item 11.</i></p>
2025(SC)018	<p>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.</p> <p><i>Note: No resolutions can be under public participation.</i></p> <p><i>No public requested to speak.</i></p>

2025(SC)019	<p>4. 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.</p> <p>Proposed by Cllr M Carrigan Seconded by Cllr P Taylor Approved</p> <p>Resolved: That Items 11 and 12 are taken as a confidential item due to the personal information provided to the Committee.</p>
2025(SC)020	<p>5. Minutes – For decision To approve the minutes of the Staffing Committee meeting held on 22nd October 2025.</p> <p>Proposed by Cllr P Taylor Seconded by Cllr A Hollis Approved</p> <p>Resolved: That the minutes of the Staffing Committee meeting held on 22nd October 2025 be accepted as a true record and the Chair be authorised to sign as such.</p>
2025(SC)021	<p>6. Appraisal Policy - Decision required To review the appraisal policy and consider recommending it to Full Council for approval.</p> <p>Proposed by Cllr P Taylor Seconded by Cllr A Hollis Approved</p> <p>Resolved: Members approved the Appraisal Policy for recommendation to Full Council for adoption with the minor changes.</p>
2025(SC)022	<p>7. Staffing Committee Terms of Reference- Decision required To review the Staffing Committee’s Terms of reference.</p> <p>Proposed by Cllr D Skelton Seconded by Cllr A Hollis Approved</p> <p>Resolved: Members reviewed the Terms of Reference and agreed they a suitable with minor amendments for recommendation to Full Council.</p>
2025(SC)023	<p>8. Review of the recruitment process – Decision required To review the Councils recruitment processes.</p> <p>Proposed by Cllr P Taylor Seconded by Cllr D Skelton Approved</p> <p>Resolved: Members noted the recruitment process.</p>
2025(SC)024	<p>9. Out of Hours Policy – Decision required To review the proposed out of hours policy to recommend to Full Council for adoption.</p> <p>Proposed by Cllr S Skelton Seconded by Cllr A Hollis Approved</p>

	<p>Resolved: Members approved the Out of Hours Policy for recommendation to Full Council for adoption.</p>
2025(SC)025	<p>10. Date of the next Committee meeting To note the date of the next Meeting of the Staffing Committee on the 21st October 2026.</p>
<p>Private and Confidential</p> <p>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</p>	
2025(SC)026	<p>11. Staff role review – Decision required To review recent material changes to the Town Clerk and Deputy Clerk/RFO job roles.</p> <p>Proposed by Cllr M Carrigan Seconded by Cllr P Taylor Approved</p> <p>Resolved: Members reviewed and agreed that the Town Clerk and Deputy Clerk/RFO job roles had materially changed.</p> <p>Members requested that the Job descriptions for the Town Clerk and Deputy Clerk/RFO are reviewed ahead of the appraisals.</p> <p>Members considered and approved an increase of 2 SCP points for both the Town Clerk and Deputy Clerk/RFO as of the 1st May 2026.</p> <p>Members agreed that this is a permanent adjustment to reflect the increased demands of the roles.</p>
2025(SC)027	<p>12. Recruitment – Decision required To receive report about recruitment/cover requirements.</p> <p>Proposed by Cllr D Skelton Seconded by Cllr A Hollis Approved</p> <p>Resolved: That Members agreed to recommend to Full Council for the recruitment of cover for the Community Support Officer as put forward.</p> <p>Members requested that an extra council meeting is arranged to progress the recruitment process on the 6th May 2026 at 7pm.</p> <p>That the interview panel will consist of Cllrs Carrigan, Taylor and the Town Clerk and if available either Cllrs Thorpe or Skelton.</p>
<p>Meeting closed at 9.10pm</p>	