Item 5
Staffing Committee
October 2026

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, Cockcroft Room on Tuesday 11th August 2026 at 2.00pm

Councillors present: *Cllrs M Carrigan, P Taylor, D Skelton, L Thorpe and S Martin (Sub for A H Greenwood)*

Officers: *Ms N Crewe (Town Clerk) and Ms N Croome (Deputy Town Clerk/RFO)*

Members of the Public: *2*

2026(SC)008	**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. *Apologies were received from A H Greenwood and A Hollis.* ***Proposed** by Cllr P Taylor* ***Seconded** by Cllr L Thorpe* *Approved* ***Resolved:** That the apologies of Cllr A H Greenwood (Prior Commitment) and A Hollis (Family Commitment) and their reasons for absence are accepted.*
2026(SC)009	**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. *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.*
2026(SC)010	**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.* *No public requested to speak.*

2026(SC)011	**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. ***Proposed*** *by Cllr M Carrigan* ***Seconded*** *by Cllr P Taylor* *Approved* ***Resolved:*** *That Item 7 is taken as a confidential item due to the personal information provided to the Committee.*
2026(SC)012	**5. Minutes – For decision** To approve the minutes of the Staffing Committee meeting held on 15th July 2026. ***Proposed*** *by Cllr S Martin* ***Seconded*** *by Cllr P Taylor* *Approved* ***Resolved:*** *That the minutes of the Staffing Committee meeting held on 15th July 2026 be accepted as a true record and the Chair be authorised to sign as such.*
2026(SC)013	**6. Date of the next Committee meeting** To note the date of the next Meeting of the Staffing Committee on the 21st 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
2026(SC)014	**7. Appeal Against Staffing Complaint Investigation Outcome – Decision Required** To review investigation report into a staffing complaint and consider the appeal request. *The Staffing Committee reviewed the investigation report and considered the grounds of appeal.* *The complainant was invited to address the Staffing Committee and answer questions from Members. Following this, the complainant left the meeting.* *The Officer concerned was then invited in to address the Staffing Committee and answer questions from Members. Following this, the Officer then left the meeting.* *The Committee then considered the information presented, including the investigation findings, the grounds of appeal, and the representations made by both parties, in order to determine the outcome of the appeal.* ***Proposed*** *by Cllr D Skelton* ***Seconded*** *by Cllr P Taylor* *Approved* ***Resolved:*** *Members of the Staffing Committee, having reviewed the investigation report, considered the grounds of appeal and heard representations from the complainant and*

	determines that the original investigation outcome was reasonable and appropriate based on the information considered. *The appeal is therefore not upheld, and the outcome of the original investigation is confirmed.* *The Staffing Committee agrees that the relevant parties will be notified of the decision in accordance with the Council's procedures.*
Meeting closed at 14:50	