**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman Knaresborough House

Clerk of the Council Knaresborough

North Yorkshire

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04 February 2025

To: **The Members of the Staffing Committee** – D Goode, H Gostlow,

S Oakes, J Pickard, and H Westmancoat

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL STAFFING COMMITTEE** to be held at Knaresborough House, Knaresborough, HG5 0HW on:

**10 February 2025**

**9:00 am**

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

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Clerk of the Council

Any queries regarding this agenda should be addressed to the **Clerk** at [**office@knaresboroughtowncouncil.gov.uk**](mailto:office@knaresboroughtowncouncil.gov.uk)

**COUNCIL AGENDA – 10 February 2025**

**1. To elect a Chair** for the Committee (and Vice-Chair if necessary)

**2.**  **To receive** **apologies and consider approval** of the reasonsfor inability to attend the meeting.

**3. To receive** declarations of **disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

**4. KTC Public Speaking Session**

Any member of the public who wishes to speak about an item on this agenda, or any topic they wish to bring to council’s attention, does not need to give notice but priority will be given to those who have given prior notice to the Clerk – *please see contact details on the front of this agenda.*

**5. To consider** and if thought fit, **approve** as a correct record, the Minutes of the Staffing Committee Meeting held on:

**5.1** Monday08 May 2024 *(ca)*

**6. Confidential session**

In view of the confidential nature of the business to be transacted re **ITEM 7** pertaining to employees and other staffing matters, the item be dealt with in private session and, subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public and press.

**7. Staffing matters:**

**7.1 To nominate** 2 Councillors to undertake the appraisal discussion with the Clerk and set a date for it to take place

**7.2 To receive and note** the 6-month review document prepared by the Clerk *(ca)*

**7.3 To consider** adoption of a recruitment policy as presented by the office *(ca)*

**7.4 To receive and note** the KTC office ‘Year at a glance’ document *(ca)*

**7.5 To consider** next steps re: Town Ranger and **decide** what is required at this time and how it will be implemented effectively *(ca)*

**7.6 To consider** the summary report from the Clerk on staffing matters in general.

**Note:** Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote. A list of Councillors is available on the website or notice board at Knaresborough House. Agenda papers may be viewed on the website or purchased at the Town Clerk’s office.

**A copy of the agenda in larger print is available on request.**

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

**Emergency Procedures for Meetings – Fire**

Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.