**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman Knaresborough House

Clerk of the Council Knaresborough

North Yorkshire

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01 May 2024

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

M Longhurst, 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:

**08 May 2024**

**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 – 08 May 2024**

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

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

**3. 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.*

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

**4.1** Monday05 February 2024 *(ca)*

**5. Confidential session**

In view of the confidential nature of the business to be transacted re **ITEM 6** pertaining to employees, 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.

**6. Staffing matters:**

**6.1 To consider** signing-off the Clerk’s appraisal for 2022 – 2024 (2-year period) and approving the objectives set.

**6.2 To receive and note** the Deputy Clerk’s appraisal for 2022 – 2024.

**6.3 To consider** any spine point recommendations in line with contracts of employment and NJC Green book policy.

**6.4 To consider** the request for a change in hours for the Clerk and Deputy Clerk.

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

**6.6 Motion from Cllr Westmancoat (2nd Cllr Goode):**

“To approve a job role and advertise the Town Ranger Role to carry out work in the town to enhance the look and feel for both residents and visitors, as well as produce a schedule of work”

**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.