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**Staffing Sub Committee to be held at 10.30am on** **Monday 5th February 2024 in the Cranmer Room, St Johns Church.**

**To all members of the Staffing Sub Committee, Cllrs G Dixon, G Jennison, P Sharkey and J Turner. You are hereby summoned to attend a meeting of the Staffing Sub-Committee at 10.30am on Monday 5th February 2024.**

*Members of the press and public are entitled by law to attend all meetings of the Council and to record and film the proceedings of those meetings in accordance with the Council’s policy on the effective management of recording at Council meetings. However, under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), members of the public and the press will be excluded during consideration of business of a confidential nature.*

Helen Thornton Helen Thornton, Town Clerk 30th January 2024

**AGENDA**

**1. Chair’s opening remarks**

**2. Approve reasons for absence**

**3. Disclosures of interest**

# 4. Minutes of the previous meeting

To approve the minutes of the meeting of the Staffing Sub-Committee held on 11th September 2023.

# 5. Exclusion of Press and Public

The Committee is asked to consider excluding press and public under the provisions of the

Public Bodies (Admissions to Meetings) Act 1960 S1(2), during consideration of business of a confidential nature**.**

**6. Clerk’s Report**

**-** CiLCA progress report

**7. Public participation**

**8. Important Information from Councillors and Staff**

**9. HR Round -up Staff Annual Leave, Time off in Lieu, Sickness Absence, Appraisals round-up.**

To receive and note a report from the Clerk.

**10. NALC Model Contract of Employment December 2023**

To note the Model and delegate to the Clerk a review of whether changes are needed and report back to the next meeting.

**11. HR Contract**

To delegate to the Clerk an evaluation of this contract and bring recommendations to the next meeting**.**

**12. Baildon Town Council’s Health and Safety Policy**

To review and update the Health and Safety Policy and recommend approval to the Governance Committee on 8th April 2024.

**13. Baildon Town Council’s Equal Opportunities Policy**

To review and update the Equal Opportunities Policy and recommend approval to the Governance Committee on 8th April 2024.

**14. Staffing Budget**

In accordance with Staffing Sub Committee **Resolution 2324/23.a**

A quarterly analysis of actuals against projected for salaries and pension is presented for noting and any actions arising.

**15. Calendar of meetings and work programme**

To receive a report of the Clerk on provisional dates for future meetings and work programme.

**16. To consider current Planning applications on CBMDC website and to agree actions (see planning4Bradford.com).**

To consider (and comment if necessary) on the following applications - see appendix 1.

**17. Items for Future Agenda**

**18. Next meeting date(s)**