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**Staffing Sub Committee to be held at 7pm on** **Monday 8th July 2024 in the Cornerstone Room, Wesleys Methodist Church.**

**To all members of the Staffing Sub Committee, Cllrs J Turner, P Sharkey Cllr Foster, Cllr Shaw. You are hereby summoned to attend a meeting of the Staffing Sub-Committee at 7pm on Monday 8th July 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 2nd July 2024

**AGENDA**

**1. Chair’s opening remarks**

**2. Approve reasons for absence**

**3. Disclosures of interest**

# 4. Minutes of the previous meeting

None to approve.

**5. Clerk’s Report – employment law, CILCA,**

**6. Public participation**

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

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

*In line with* ***SSC2324/61*** *(Resolved:**the Clerk is requested to complete the drafting process and bring this revised Policy back to the next Staffing Sub Committee),* to approve the revised Equal Opportunities Policy.

# 9. 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**.**

**10. HR Contract Revisions**

To approve the further additions made in conjunction with WorkNest to the employee Contract and to delegate to the Clerk the consultation and implementation with employees.

**11. Staff Handbook Revisions**

To approve the additions and amendments made by WorkNest to the employee Contract and to delegate to the Clerk the implementation of the Staff Handbook.

**12. Staffing Budget Report**

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.

Clarification on how the credit with our payroll provider is managed.

**13. Staffing Resources Review**

To receive and approve a report from the Clerk on the Terms of Reference for a light touch review of staffing resources and to agree any actions arising.

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

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

**15. Items for Future Agenda**

**16. Next meeting date** 7th October 2024