



Skipton Town Council

Wednesday 15th February 2023

All Members of the Management & Staffing Committee

Dear Councillors B McDaid, S Bentley, W Feather, C Harbron, A Higgins, R Judge, P Madeley, K McIntyre, L Morgan,

You are hereby summoned to attend the next ordinary meeting of the **Management & Staffing Committee** which will be held in the Council Chamber at Skipton Town Hall, High Street, Skipton, on Thursday 23rd February 2023 at 6.30pm.

The Local Government (Electronic Communications) (England) Order 2015 Para 2, amended LGA 1972

Yours sincerely,

A handwritten signature in black ink that reads "LClose".

Mrs Louise Close

Clerk to the Council

louise@skiptontowncouncil.gov.uk

www.skiptontowncouncil.gov.uk

Note: Members of the public and press are invited to attend the meeting as observers. Only Councillors are entitled to vote at the meetings. A list of Councillors is available on the Council's website.

The meeting is open to the public by virtue of the Public Bodies (Administration to Meetings) Act 1960 s1, and The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

Skipton Town Council exercises the General Power of Competence (Localism Act 2011)

A Copy of this agenda is available in larger print on request

- 2223/019** **ITEM 1 – Chairmans Remarks**
- 2223/020** **ITEM 2 – Apologies for Absence**
- To accept the reason(s) for the absence of any Members from the meeting.
- 2223/021** **ITEM 3 – Disclosures of Interest**
- To receive any disclosable pecuniary interests from members on matters to be considered at the meeting. The disclosure should include the nature of the interest and be registered with the monitoring officer within 28 days.
Members are to ensure that their Register of Interests form is kept up to date with the CDC Monitoring Officer.
- 2223/022** **ITEM 4 – Dispensations**
- To decide upon any dispensation requests from members received by the Clerk in respect of this meeting
- 2223/023** **ITEM 5 – Representations from public**
- Invitation for members of the public to address the meeting. Each member of the public is entitled to speak for 3 minutes.
- Questions / observations from members of the public
- 2223/024** **ITEM 6 – The Exclusion of the press and public.**
- The Committee and its sub-committees will be considering business of a confidential nature, and the press and public will therefore be excluded by resolution from meetings (Public Bodies Admissions to Meetings Act 1960, s1 [2]).
- 2223/025** **ITEM 7– Minutes of the previous meeting**
- To resolve to approve the minutes of the Market Committee held on the 29th November 2022
- 2223/026** **Item 8 – Staff Training**
- To approve the staff training proposals for the coming financial year
- 2223/027** **Item 9 – Appraisals**
- To receive and note the update from the Chief Officer regarding staff appraisals.

2223/028 Item 10 – Staffing Structure

To consider the proposals regarding the staffing structure

2223/029 Item 11 – Policies

To note the following updated policies that will go to the Finance & Policy for recommendation to Full Council.

- Annual Leave Policy
- Disciplinary Policy
- Grievance Policy
- Performance Management Policy
- Sickness/Absence Policy
- Training Policy

2223/030 ITEM 12- Notification of Business for a Future Agenda

The Clerk should be given seven clear days' notice of items for the agenda of the next meeting although the absolute statutory minimum notice period is three clear days.

Next Meeting to be confirmed.