



Skipton Town Council

6th February 2025

Agenda

Meeting: Management & Staffing Committee

Members: All Members of the Management & Staffing Committee

Dear Councillors B McDaid, W Feather, S Bentley, L Morgan, A Higgins,
S Morton, P Madeley and K McIntyre

You are hereby summoned to attend an ordinary meeting of the Management
and Staffing Committee:

Date: 13th February 2024

Time: 17.30 pm

Venue: The Town Council Office, Armoury House, 45a Otley Street, Skipton,
BD23 1EL

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

Yours sincerely,

Mrs Louise Close

Clerk to the Council

louise@skiptontowncouncil.gov.uk

www.skiptontowncouncil.gov.uk

Members of the public are entitled to attend this meeting, *by virtue of the
Public Bodies (Administration to Meetings) Act 1960 s1*, as observers for those
items taken in open session. Please contact the Town Council for further
details if you would like to find out more.

This meeting is being held as an in-person meeting that will be recorded, Full
Council meetings will also be videoed and live streamed. Recording is allowed
at Council and Committee meetings please give due regard to the Councils
procedure on the recordings of meetings. Please contact the Council for
further information.

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

Members are reminded that in order to expedite business at the meeting and enable Officers to adapt their presentations to address areas causing difficulty, they are encouraged to contact Officers prior to the meeting with questions on technical issues in reports.

Business

2425/041 ITEM 1 – Chairmans Remarks

2425/042 ITEM 2 – Reasons for Absence

To accept the reason(s) for the absence of any Members from the meeting.

2425/043 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 Monitoring Officer.

2425/044 ITEM 4– Dispensations

To decide upon any dispensation requests from members received by the Clerk in respect of this meeting.

2425/045 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

2425/046 ITEM 6 – Minutes of the previous meeting [Page 4-5](#)

To approve the minutes of the Management & Staffing Committee held on 17th October 2024

2425/047 ITEM 7 – 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])

- 2425/048 ITEM 8 – General Staffing Update**
To receive and note a verbal update on general staffing matters.
- 2425/049 ITEM 9 – Policies [Appendix 1 & 2](#)**
To approve the updated NALC Model Disciplinary and Grievance Procedures, and recommend to Full Council for adoption.
- 2425/050 ITEM 10 – Allegations of racial discrimination from staff**
To discuss the allegations received regarding staff
- 2425/051 ITEM 11 – Staff Performance**
To receive an update on staff performance

To note that staff appraisals are scheduled to take place in February.
- 2425/052 ITEM 12 – Market Officer working pattern**
To receive a request from the Market and Events Committee to implement a more flexible working pattern for the Market Officer.
- 2425/053 ITEM 13 – Flexible working request**
To consider a flexible working request from a member of the estates team, and to resolve if the request should be approved.
- 2425/054 ITEM 14- Recruitment**
To resolve to move forward with the recruitment of an administration officer, as recommended by Market & Events.
- 2425/055 ITEM 15- 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.

Agenda Item 6

Minutes of the Management and Staffing Committee Meeting of Skipton Town Council held at the Council Offices, Otley Road, Skipton
Thursday 12th December 2024 at 6.00pm

Those Present.

Chairman: Councillor B McDaid (Chairman), Councillor P Madeley, Councillor K McIntyre, Councillor S Morton, & Councillor L Morgan.

Officers: Mrs L Close (Chief Officer)

2425/042 ITEM 1 – Chairman Remarks

The Chairman welcomed everybody to the meeting.

2425/043 ITEM 2 - To accept reasons for absence.

Councillor A Higgins, Councillor W Feather & Councillor S Bentley who all had prior commitments. Unanimously accepted.

2425/044 ITEM 3 – Disclosures of Interest

None declared.

2425/045 ITEM 4 – Dispensations Requests

None received.

2425/046 ITEM 5 – Representations from the Public

No public were present.

2425/047 ITEM 6 – Minutes

Proposed by Councillor P Madeley, seconded by Councillor L Morgan and unanimously **resolved** that the minutes held from the meeting held on 17th October 2024 were a true and accurate record.

2425/048 ITEM 7 – The Exclusion of the press and public

No press or public present.

2425/049 ITEM 8 – General Staffing Update

The Chief Officer gave an update of the staff. The staff have received some unnecessary conduct during the Christmas market; however, this was now resolved.

2425/050 ITEM 9 – Staff Performance

It was resolved that staff performance would be investigated and the performance improvement policy and procedure would be instigated. Any conduct would follow a disciplinary procedure. The Chief Officer would update at the next meeting any actions she felt needed to be taken.

2425/051 ITEM 10 –Performance Appraisal policy

Proposed by Councillor B McDaid, seconded by Councillor L Morgan and unanimously approved to adopt.

The chief Officer would attend an appraisers training course as stated in the policy.

2425/052 ITEM 11 – Team Building

Councillor P Madeley advised that the event would be held in March at the new Sandylands Community building with a quiz and a curry. All staff and councillors would be invited to attend.

2425/053 ITEM 13 – Notification of Business for a Future Agenda.

Update of Team building event
Update of Appraisals

With no further business to be transacted the meeting was closed at 18.49 pm

The next meeting to be held on Thursday 13th February 2025 at 6.00pm