



Skipton Town Council

7th August 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: 14th August 2025

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

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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.

Skipton Town Council
14th August 2025 at 17.30pm

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

2526/016 ITEM 1 – Chairmans Remarks

2526/017 ITEM 2 – Reasons for Absence

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

2526/018 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.

2526/019 ITEM 4– Dispensations

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

2526/020 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

2526/021 ITEM 6 – Minutes of the previous meeting [Page 4-6](#)

To approve the minutes of the Management & Staffing Committee held on 24th April 2025.

2526/022 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])

- 2526/023** **ITEM 8 – Employment Law Update** [Appendix 1 & 2](#)
To resolve to adopt the Anti-bullying and Harassment Policy required following updates to employment law.
- To receive and note the Employment Rights Act 2025 brief.
- 2526/024** **ITEM 9 – General Staffing Update**
To receive and note a verbal update on general staffing matters including the mental welfare of staff.
- 2526/025** **ITEM 10 – Staff Performance**
To receive a verbal update on staff performance.
- 2526/026** **ITEM 11 – Staff Attendance**
To receive a verbal update on staff attendance.
- 2526/027** **ITEM 12 – Curry and Quiz Night**
To receive an update from Cllr Madeley on the curry and quiz night
- 2526/028** **ITEM 13 – Councillor Training**
To note that only two councillors responded to the suggested date for councillor training on the Grievance and Disciplinary procedures.
To resolve a date for the training to be carried out.
- 2526/029** **ITEM 14- 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.

Minutes of the Management and Staffing Committee Meeting of Skipton Town Council held at the Council Offices, Otley Road, Skipton
Thursday 19th June 2025 at 5.30 pm

Those Present.

Chairman: Councillor B McDaid (Chairman), Councillor P Madeley, Councillor K McIntyre, Councillor L Morgan, Councillor W Feather, Councillor A Higgins & Councillor S Bentley.

Officers: Mrs L Close (Chief Officer), Mrs J Dean (Deputy Clerk)

2526/001 ITEM 1 – Chairman Remarks

The Chairman welcomed everybody to the meeting.

2526/002 ITEM 2 - To accept reasons for absence.

Councillor S Morton, who had a prior commitment. Unanimously accepted.

2526/003 ITEM 3 – Disclosures of Interest

None declared.

2526/004 ITEM 4 – Dispensations Requests

None received.

2526/005 ITEM 5 – Representations from the Public

No public was present.

2526/006 ITEM 6 – Minutes

Proposed by Councillor P Madeley, seconded by Councillor K McIntyre, and unanimously **resolved** that the minutes held from the meeting held on 24th April 2025 were a true and accurate record.

Councillor McDaid asked for an update on the team-building event. The Chief Officer advised that this had not been progressed yet.

2526/007 ITEM 7 – The Exclusion of the press and public

Proposed by Councillor P Madeley, seconded by Councillor L Morgan, and unanimously resolved due to the confidential nature of the business to be transacted, the press and public would be excluded from the meeting.

2526/008 ITEM 8 – Harassment from a previous Employee

Proposed by Councillor P Madeley, seconded by Councillor W Feather, and resolved in favour to issue a Solicitor's letter.

2526/009 ITEM 9 – Employment Law Update

Employment law update was received and noted. Policies and procedures will be prepared and adopted at the next meeting.

2526/010 ITEM 10 – Complaint - Allegations of Racial discrimination.

The complaint was discussed and closed without requiring any further action.

2526/011 ITEM 11 – Chief Officer matters raised

A report was circulated, received, and noted from the Chief Officer, who raised issues of employment protection, welfare, and rights.

2526/012 ITEM 12 - Staff performance

The Chief Officer confirmed that good progress was being made in relation to a performance review.

2526/013 ITEM 13 – Councillor Training

Members agreed to the HR training, and the Chief Officer would organise this.

2526/014 ITEM 14 – General Staffing Update

The Chief Officer confirmed all staff were well and were focusing on delivering Sheep Day. Councillor McDaid and Councillor Feather would complete the Chief Officer's appraisal.

2526/015 ITEM 15 – Notification of Business for a Future Agenda.

Update of quiz and curry night with a date to be confirmed.

With no further business to be transacted, the meeting was closed at 6.24 pm

The next meeting is to be held on Thursday, 14th August 2025 at 6.00 pm