



# Skipton Town Council

12<sup>th</sup> June 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:** 19<sup>th</sup> June 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

[louise@skiptontowncouncil.gov.uk](mailto:louise@skiptontowncouncil.gov.uk)

[www.skiptontowncouncil.gov.uk](http://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**

**2526/001    ITEM 1 – Chairmans Remarks**

**2526/002    ITEM 2 – Reasons for Absence**

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

**2526/003    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.

**2526/004    ITEM 4– Dispensations**

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

**2526/005    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

**2526/006    ITEM 6 – Minutes of the previous meeting [Page 4-6](#)**

To approve the minutes of the Management & Staffing Committee held on 24<sup>th</sup> April

**2526/007    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])

- 2526/008    ITEM 8 – Harassment from previous employee**  
To receive and note a verbal update regarding an incident.  
  
To resolve to send a solicitors letter.
- 2526/009    ITEM 9 – Employment Law Update**  
To receive and note the employment law update, and to note that further detail on policies and procedures required will be presented at the next meeting.
- 2526/010    ITEM 10 – Complaint received**  
To consider a complaint received, and to resolve any actions that the committee need to take.
- 2526/011    ITEM 11 – Chief Officer matters raised**  
To receive matters raised by the Chief Officer, and to resolve any actions that the committee need to take.
- 2526/012    ITEM 12 – Staff Performance**  
To receive a verbal update on staff performance.
- 2526/013    ITEM 13 – Councillor Training**  
To receive an update on Councillor training on the Grievance and Disciplinary Policies.
- 2526/014    ITEM 14 – General Staffing Update**  
To receive and note a verbal update on general staffing matters.
- 2526/015    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.*

**Minutes of the Management and Staffing Committee Meeting of Skipton Town Council held at the Council Offices, Otley Road, Skipton**  
**Thursday 24<sup>th</sup> April 2025 at 5.30pm**

**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)

**2425/069 ITEM 1 – Chairman Remarks**

The Chairman welcomed everybody to the meeting.

**2425/070 ITEM 2 - To accept reasons for absence.**

Councillor S Morton. Reason for absence was unanimously accepted.

**2425/071 ITEM 3 – Disclosures of Interest**

None declared.

**2425/072 ITEM 4 – Dispensations Requests**

None received.

**2425/073 ITEM 5 – Representations from the Public**

No members of the public were present.

**2425/074 ITEM 6 – Minutes**

Proposed by Councillor P Madeley, seconded by Councillor W Feather and unanimously **resolved** that the minutes held from the meeting held on 13<sup>th</sup> February 2025 were a true and accurate record.

**2425/075 ITEM 7 – The Exclusion of the press and public**

There were no members of the press or public in attendance.

**2425/076 ITEM 8 – General Staffing Update**

The Chief Officer gave an update of the staff. The newly recruited Office Assistant has started in post and has settled in well, already making improvements to the administration for the events.

At the last staff meeting a team building exercise was carried out. This was very successful and will now be a regular feature of the staff meetings.

**2425/077    ITEM 9 – Staff Performance**

The Chief Officer confirmed that progress continued to be made, regular reviews of performance would be continuing, there remain some areas that require further focus and attention.

**2425/078    ITEM 10 – Receive a report from the Chief Officer**

The Chief Officer reported concerns regarding the conduct of members towards officers at the Full Council Meeting on the 20<sup>th</sup> March. The Chief Officer asked that members follow policies and procedures in meetings, and that if it is clear officers are being spoken to in an inappropriate manner, that members address this at the time. Meetings should be conducted in a professional manner.

Cllr Madeley suggested that the Council needed to review the standing orders in detail.

Cllr Feather stated that the roles of councillors and officers is well set out, and that communications should always be friendly, Cllr Higgins said that the Councillors are not being civil, debate can be done in a civil manner but the last few meetings have not always been civil. Cllr McIntyre agreed that meetings had not been comfortable.

It was unanimously agreed that Cllr McDaid will write to all members reminding them of the code of conduct, civility and respect pledge and the dignity at work policy, advising them of their duty to abide by these policies.

**2425/079    ITEM 11 – Grievance and Disciplinary Procedures**

A discussion was held regarding the procedures to follow when a complaint has been received regarding staff, including the Chief Officer. There can be serious consequences if the adopted policies and procedures are not followed, and the Council has a duty of care to its staff to ensure that policies are followed.

There was a discussion in relation to a complaint, which was received by the Mayor in relation to the Chief Officer. The issues raised, timescales and process followed was discussed by the committee.

Members were made aware that documents, marked as confidential, had been passed on by the complainant to people not involved with the complaint process. Cllr Madeley confirmed he had been given a copy and that other councillors had also been given copies.

Proposed by Cllr Higgins, seconded by Cllr Morgan and unanimously **RESOLVED** that there were no further actions to be taken in relation to the complaint in question, the matter was now closed. And that the Mayor and members of Management & Staffing receive training and are reminded that they must abide by their statutory duties regarding the complaint's procedure relating to council staff. This should become an annual process.

All Councillors will be written to asking Councillors who have a copy of confidential documents relating to the complaint to destroy them immediately.

**2425/080    ITEM 12 – Update of Quiz and Curry night**

The Chief Officer will circulate some dates to hold the Quiz and Curry night in June. Cllr Higgins will put together a quiz.

**2425/081    ITEM 13 – Notification of Business for a Future Agenda.**

None

With no further business to be transacted the meeting was closed at 18.32pm