



# Skipton Town Council

16<sup>th</sup> April 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:** 24<sup>th</sup> April 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](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**

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

**2425/070    ITEM 2 – Reasons for Absence**

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

**2425/071    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.

**2425/072    ITEM 4– Dispensations**

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

**2425/073    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

**2425/074    ITEM 6 – Minutes of the previous meeting [Page 4-5](#)**

To approve the minutes of the Management & Staffing Committee held on 13<sup>th</sup> February 2024

**2425/075    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])

- 2425/076    ITEM 8 – General Staffing Update**  
To receive and note a verbal update on general staffing matters and to receive an update on the newly appointed Office Assistant.
- 2425/077    ITEM 9 – Staff Performance**  
To receive an update on staff performance
- 2425/078    ITEM 10 – Receive a report from the Chief Officer**  
To receive a report from the Chief Officer regarding concerns of Councillor behaviour.
- 2425/079    ITEM 11 – Grievance and Disciplinary Procedures**  
Following the Full Council adoption of the Grievance and Disciplinary Procedures, to confirm that members understand and must adhere to those adopted policies.
- 2425/080    ITEM 12 – Update of Quiz and Curry night**  
To receive an update on the quiz and curry night
- 2425/081    ITEM 13- 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 13<sup>th</sup> February 2025 at 5.30pm**

**Those Present.**

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

Officers: Mrs L Close (Chief Officer)

**2425/054** **ITEM 1 – Chairman Remarks**

The Chairman welcomed everybody to the meeting.

**2425/055** **ITEM 2 - To accept reasons for absence.**

Councillor A Higgins, who had prior work commitments. Unanimously accepted.

**2425/056** **ITEM 3 – Disclosures of Interest**

None declared.

**2425/057** **ITEM 4 – Dispensations Requests**

None received.

**2425/058** **ITEM 5 – Representations from the Public**

No public were present.

**2425/059** **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 17<sup>th</sup> October 2024 were a true and accurate record.

Councillor McDaid asked for an update of the team building event which would be a curry and quiz night. Councillor Madeley said he would be organising this when the weather improved, and the date would be arranged. This would be confirmed at the next meeting.

**2425/060** **ITEM 7 – The Exclusion of the press and public**

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

**2425/061** **ITEM 8 – General Staffing Update**

The Chief Officer gave an update of the staff. The staff have individually expressed to her that they felt morale and the atmosphere was very low in the office. Staff appraisals were currently being completed.

**2425/062** **ITEM 9 – Policies**

Discussions were held regarding the updated NALC policies documents for discipline and grievance. It was noted that some

changes need to be made to the document to change the wording to 'staffing committee' where appropriate.

Proposed by Councillor B McDaid, seconded by Councillor L Morgan and resolved in favour to recommend to full council for adoption

**2425/063     ITEM 10 – Allegations of Racial discrimination.**

The Chief Officer advised the meeting that the staff were under constant criticism of different allegations from time to time and support was needed as this was very stressful, upsetting and effects mental wellbeing.

Proposed by Councillor B McDaid, seconded by Councillor L Morgan and resolved in favour to support staff with implementing a dignity at work policy and any other documents that are presented.

**2425/064     ITEM 11 – Staff performance**

The Chief officer confirmed it was early days, but so far good progress was being made in relation to a performance review.

**2425/065     ITEM 12 – Market officer working pattern**

The Chief Officer asked committee to support her request to not move forward with enforcing working patterns for a member of staff.

Proposed by Councillor B McDaid, seconded by Councillor L Morgan and resolved in favour that the committee would report back to Events and Market committee to advise that the request was refused by the member of staff, and no flexibility could be given.

**2425/066     ITEM 13 – Flexible working request**

Proposed by Councillor B McDaid, seconded by Councillor K McIntyre and resolved in favour to support the flexible working request.

**2425/067     ITEM 14 – Recruitment**

Proposed by Councillor W Feather, seconded by Councillor L Morgan and resolved in favour to give the delegated authority to the Chief Officer to begin the recruitment process for a general office assistant who would also cover Market and events when needed.

**2425/068     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 18.22pm