



Skipton Town Council

Minutes of the Management and Staffing Committee Meeting of Skipton Town Council held in the Town Hall meeting room on Thursday 23rd February 2023 at 6.30pm

Those Present.

Chairman: Councillor B McDaid
Councillor P Madeley, Councillor L Morgan, Councillor K McIntyre & Councillor W Feather.

Officers: Mrs L Close (Chief Officer)

2023/020 ITEM 1 – Mayors Remarks

Councillor McDaid welcomed everyone to the meeting.

2023/021 ITEM 2 - To accept apologies for absence.

Councillor Harbron who had a prior engagement and Councillor S Bentley.

2022/022 ITEM 3 – Disclosures of Interest

None declared.

2023/023 ITEM 4 – Dispensations Requests

None received.

2023/024 ITEM 5 – Representations from the Public

No public were present.

2023/025 ITEM 6 – The Exclusion of the press and public

RESOLVED to exclude press and public from the meeting due to the confidential nature of the business to be transacted.

2023/026 ITEM 7 - Minutes of the Previous meeting.

Proposed by Councillor McDaid and **RESOLVED** that the minutes were a true and accurate record of the meeting.

2023/027 ITEM 8 –Staff Training

The training plan was received and noted with some adjustments made to timings of training for some staff members.

Proposed by Councillor McDaid and **RESOLVED** to investigate some team building options for Councillors and staff members. Options would be brought to the next meeting/

2023/028 ITEM 9 – Appraisals

It was confirmed that staff appraisals had been completed and a date for the Chief Officer appraisal was confirmed.

2023/029 ITEM 10 – Staffing Structure

Further work was noted for the staffing structure and resolutions would be made at the next meeting.

2023/030

ITEM 11 – Policies

The following policies were received and noted. They would be adopted at the next F&P meeting.

- Annual Leave policy
- Disciplinary policy
- Grievance policy
- Performance management policy
- Sickness/Absence policy
- Training policy

2023/031

ITEM 12 – Notification of Business for a Future agenda

Absent list

With no further business to be transacted the meeting was closed at 19.39pm.

The next ordinary extra meeting of the Committee will be held on Monday 6th March 2023 at 5.30pm