



Skipton Town Council

Minutes of the Management and Staffing Committee Meeting of Skipton Town Council
held at the Council Offices, Otley Road, Skipton
Thursday 25th 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 13th 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 20th 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

The next meeting tbc following setting of the meetings for 2025/26 at Full Council