

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

Staffing Committee

Date: 6th May 2022

The public and press are invited to attend the Staffing Committee meeting of Bingley Town Council, which will be held on Thursday 12th May 2022 at The Hub, Myrtle Place, Bingley, BD16 2LF, at 12.30pm.

Yours sincerely,

A handwritten signature in black ink that reads 'E. Haskins'.

Eve Haskins

Town Clerk

Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

townclerk@bingleytowncouncil.gov.uk 07529 222679

This meeting is open to the press and public by virtue of the Public Bodies (Administration of Meetings) Act 1960, s1

AGENDA

2122/25 Apologies for absence

- b) To note apologies for absence.
- c) To receive and consider apologies for absence.
- d) To approve reasons for absence.

2122/26 Disclosures of interest

- a) To receive declarations of interest from councillors on items on the agenda.
- b) To receive written requests for dispensations for disclosable pecuniary interest.
- c) To grant any requests for dispensation as appropriate.

2122/27 Minutes of previous meeting

To confirm as a correct record the minutes of the extraordinary meeting held on 1st March 2022 (attached).

2122/28 Confidential items to be discussed after item 2122/30

To consider if any further items on the agenda need to be discussed in confidence after item 2122/30, following exclusion of the press and public, due to their sensitive nature.

2122/29 Public Participation

Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the Council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chair.

2122/30 Exclusion of the press and public

To resolve that members of the press and public be excluded from item 2122/31 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.

2122/31 Recruitment of new staff member

To consider the recruitment of a new staff member and to agree any actions, including on the following:

- Job description (attached).
- Person specification (attached).
- Confirmation of hours.
- Confirmation of wage.
- Managerial responsibility.
- Application deadline/interview dates/interview panel.
- Recruitment advert.

2122/32 Date of the next meeting

To agree the date of the next meeting.