



**Mr. Joe Cooney**  
Clerk to the Town Council

**Tuesday, 05 November 2024**  
Email: [townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **Human Resources Committee** on **Wednesday, November 13, 2024**, at **18:00 - 20:00** in the **Civic Centre**, North Street, Keighley, BD21 3RZ.

Mr. Joe Cooney

Town Clerk

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### **ADJOURNMENT FOR PUBLIC PARTICIPATION**

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting:

- Members of the public wishing to speak are to have given three working days' notice to the Town Clerk; this may be waived at the Chairman's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Chairman, based on subject matter.
- A question asked by a member of the public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided after the meeting.

Recording at Council Meetings is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

### **AGENDA**

### **55/2024 HR WELCOME & INTRODUCTION**

The Chairman will welcome everyone to the meeting and remind members of their obligations under Standing Order 1 relating to the rules of debate.

### **56/2024 HR APOLOGIES FOR ABSENCE**

Members are asked to receive apologies of absence for this meeting.

### **57/2024 HR DECLARATIONS OF INTEREST**

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

i) Declarations of Interest from Members

ii) Declarations of Interest from Officers

### **58/2024 HR PUBLIC QUESTION TIME & PARTICIPATION**

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

### **59/2024 HR MINUTES**

Members are asked to approve the minutes of the Human Resources Committee held on Wednesday 16 October 2024.

### **60/2024 HR PROGRESS REPORT**

Members are asked to receive the progress report on decisions made at the meeting held on Wednesday 16 October 2024.

### **61/2024 HR EXCLUSION OF PRESS & PUBLIC**

RECOMMENDED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

**62/2024 HR BUDGET UPDATE**

To receive an update from the Town Clerk on the committee's budget for financial year 2024/25.

**63/2024 HR COMMUNITY ENGAGEMENT WORKER**

To consider a draft Job Description and Person Specification for a Community Engagement Worker post.

**64/2024 HR STAFF UPDATE**

To receive a verbal update on any relevant staffing matters from the Town Clerk and/or the Deputy Town Clerk.

**65/2024 HR ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on a future agenda.

**66/2024 HR DATE & TIME OF NEXT MEETING**

The date of the next meeting of this committee will be held on Wednesday 15 January 2025, 6.00pm, Civic Centre, North Street, Keighley, BD21 3RZ

**67/2024 HR REPORTS**

**OFFICER SUPPORT TO THE MEETING**

Officers scheduled to attend: Joe Cooney (Town Clerk)  
Pip Gibson (Deputy Town Clerk)

**APOLOGIES**

Contact the office during normal opening hours (01535) 872126.  
Email: [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

Late apologies should be made by phone to the senior officer scheduled to attend.