

Agenda

Administration and Staffing Committee Meeting of the Settle Town Council to be held on Monday 4th July 2022 at 6:30 pm in Settle Town Hall. The public and press are invited, and Public Participation will be at 6:30 pm. Public comments will be heard but the time will be restricted to 15 minutes or longer at the Chairman's discretion. No further comment during the meeting itself will be allowed unless resolved by a vote of the council. **The Council will record the meeting.** Public and press will be excluded from agenda item 7.

Agenda item	Agenda Administration and Staffing Committee 4th July 2022	
AS01/2022	To elect a Chair and Vice Chair of the Administration and Staffing Committee	
AS02/2022	Apologies: To receive and approve reasons for apologies.	
AS03/2022	Code of Conduct: - a) Localism Act 2011 - to record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda, to consider any dispensations or changes in member's register of interests.	
AS04/2022	To approve draft minutes 4 th April 2022.	
AS05/2022	To seek approval for Council Meetings Attendance Policy.	
AS06/2022	<i>Members will be asked to vote for a resolution to exclude the Press and public for item 7 due to the confidential nature.</i>	
AS07/2022	Staff a) Clerks report on Appraisals and associated staff matters. b) To approve the annual increment following satisfactory appraisals. c) To set a date to review of job descriptions and contracts and seek approval for external independent job evaluations for all posts. (SLCC or YLCA). d) Remuneration for Staff working bank holidays. e) Review remuneration cover for staff holidays and standardise deputising pay. f) To review and compare Pension providers.	
AS08/2022	Future agenda items.	
AS09/2022	Date of Next Meeting of the Administration and Staffing Committee: 3rd October 2022 at 6.30 p.m.	

Members of Admin and Staffing Committee: Cllr Rymer, Cllr Lord, Cllr Cotton and Cllr Rose.

Signed *Rebecca Hill*

Rebecca Hill
29th June 2022
Clerk Settle Town Council
Town Hall, Market Place
Settle. BD24 9EJ
01729 823617

Email address: clerk@settle town council.gov.uk

Website: www.settle town council.gov.uk