

Administration and Staffing Committee Meeting of the Settle Town Council to be held on **Monday 16th January 2023 at 6:00 pm** in Settle Town Hall. The public and press are invited, and Public Participation will be at 6:00 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 AS05.

Agenda item	Agenda	
AS01/2022	Apologies: To receive and approve reasons for apologies.	
AS02/2022	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.	
AS03/2022	Councillor and Staff Training Requirements. To consider future requirements and approve any training courses for Councillors and staff need to attend. <ul style="list-style-type: none"> a) SLCC Cemetery Churchyard safety and memorialisation webinar. b) YLCA New Councillor training c) ROSPA Play Area Inspection Training for Councillors. d) Dementia Awareness – Training sessions 	
AS04/2022	<i>Members will be asked to vote for a resolution to exclude the Press and public for item 5 due to the confidential nature.</i>	
AS05/2002	Staffing Matters Arising <ul style="list-style-type: none"> a) To receive an update considering a staffing matter reported to Full Council and referred to this committee. b) Review of Lengthsman's contract and job description – set minimum / maximum hours and clarify work required. c) To receive a resignation notice from a member of staff and consider interim cover and recruitment. d) Review the expired Whitefriars Cleaning contract with CDC, staffing resources, review back up for emergency cover and call outs, breakdowns etc. 	
AS06/2022	Appraisals – Set timescales for appraisals.	
AS07/2022	Update from the Clerk regarding job evaluation progress.	
AS08/2022	To consider re-joining the Finance committee back together with the Administration & Staffing Committee and Future agenda items	
AS10/2022	Date of Next Meeting of the Administration and Staffing Committee: Date to be confirmed	

Signed *Rebecca Hill*

Rebecca Hill

11th January 2023
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