



# WETHERBY TOWN COUNCIL OFFICIAL NOTICE OF A MEETING OF THE STAFFING COMMITTEE

**Date:** Monday 25<sup>th</sup> March 2024  
**Time:** 5pm  
**Location:** Wetherby Town Hall, Market Place, LS22 6NE

Dear Sir or Madam,

You are invited to attend a Staffing Committee Meeting for the purposes of determining the agenda items listed below.

This Committee considers all aspects of human resources that are necessary for the efficient operation of Wetherby Town Council.

Yours faithfully

Iona Taylor, Clerk to the Town Council  
19<sup>th</sup> March 2024

## AGENDA

1. **To receive apologies and approve reasons for absence.**
2. **To receive declarations of interest in items on the agenda or consider requests for dispensations.**
3. **To receive the minutes of the last Staffing Committee meeting, held on 16<sup>th</sup> February 2024, as approved at the Full Council meeting on 12<sup>th</sup> March 2024 (*paper circulated*).**
4. **To agree exclusion of the press and public for the consideration of items 5, 6, 7 and 8.2.**
5. **To receive feedback on 2024 staff appraisals.**
6. **Occupational Health Assessment** – to consider quotations received and agree procurement of assessment for member of staff (*papers circulated*).
7. **Town Hall Staffing** – to consider feedback on proposed changes and agree progression as appropriate.
8. **Staff pay.**
  - 8.1 To note commencement of the 2024/25 National Joint Council Pay Award negotiations (see <https://www.slcc.co.uk/local-government-pay-claim-for-2024-25/#:~:text=The%20NJC%20unions%20have%20now,on%20all%20spinal%20column%20points>)
  - 8.2 To consider awarding of incremental pay increases following appraisal process.
9. **Facilities Officer (formerly Facilities Manager) recruitment**  
To consider draft job specification documents, as prepared by the Local Council Consultancy, and agree to proceed with recruitment process (*paper circulated*).



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**10. Items for information.**

**11. Date of next meeting to be considered.**

The Town Hall  
Market Place  
Wetherby  
West Yorkshire  
LS22 6NE  
Tel: (01937) 583584  
Email: [clerk@wetherby.co.uk](mailto:clerk@wetherby.co.uk) (for staffing related correspondence).  
[www.wetherby.co.uk](http://www.wetherby.co.uk)