

The logo for Barnoldswick Town Council features the name 'Barnoldswick' in a large, bold, red serif font with a slight 3D effect. Below it, 'Town Council' is written in a smaller, black, sans-serif font. The text is set against a white background with a green, swooping graphic element behind it.

# Barnoldswick

## Town Council

The Civic Hall, Station Road, Barnoldswick, BB18 5NA  
Tel 01282 788090

30<sup>th</sup> September 2026

**TO: Members of the HR & Staffing Committee and press/public.**

You are summoned to attend a meeting of the HR & Staffing Committee to be held on Wednesday 7<sup>th</sup> October 2026 at 7pm, at The Civic Hall, for the purpose of transacting the business of the agenda below.

A handwritten signature in black ink that reads 'Diane Nowell'.

Diane Nowell – Town Clerk

**AGENDA**

**1. Apologies for Absence**

To report and record apologies for absence from members of the Council.

**2. Declarations of Interest**

In accordance with the requirements of the Councillor Code of Conduct, to disclose and declare any personal or prejudicial pecuniary interest(s) on any agenda item.

**3. Open Forum**

For up to a total of 15 minutes representations from members of the public which are relevant to the Council. (Standing Order 27)

**4. Minutes of the last meeting**

To approve and accept the minutes of the last meeting held on Wednesday 12<sup>th</sup> August 2026.

**5. Exclusion of Public and Press**

Request to exclude the public per Schedule 12A of the Local Govt Act 1972, owing to the confidential nature of the business (Data Protection Act 1998).

**6. Staffing, Recruitment, Contracts and Workforce Planning**

Updates on staffing levels, succession planning, recruitment, contract/ job description, pay and incremental progression.

**7. Training, Development and Performance**

Training compliance, CPD, performance management, behaviour, grievances, sickness/ return-to-work and general HR casework.

**8. Policies, Procedures and Health/Safety**

Adoption and review of policies, risk assessments, incident reporting and safety training.

**9. Wellbeing and Workplace Culture**

Initiatives, concerns, organisational culture, reporting mechanisms and professional standards.

**10. Staffing Budget**

Budget monitoring, forecasting for recruitment, training and staffing changes.

**11. Any other Business**

Staffing and HR business not included elsewhere on the agenda.

**The next meeting of the HR & Staffing Committee will be on Wed 6<sup>th</sup> January 2027**

**For further information please contact:**

**The Clerk Tel 01282 788090 email: [clerk@barnoldswicktowncouncil.gov.uk](mailto:clerk@barnoldswicktowncouncil.gov.uk)**