

Otley Town Council

Meeting: Human Resources

Date: 15th June 2026

Venue: Otley Core Resource Centre, Orchard Gate, Otley

Committee Members Present: Cllr G Dibble (Chair)
Cllrs R Hughes, S Hughes, N Gill, R Smith

In Attendance: Mr James Laycock (Deputy Clerk)

Apologies: Cllr J Allen

52. Declarations of Interest

Cllr Dibble declared a personal interest in Item 58 relating to recruitment of the Deputy Clerk.

53. Minutes for approval

Resolved: The minutes of the Extraordinary Human Resources Committee meeting of 9th March 2026 were approved for accuracy and signed by the Chair

54. Terms of Reference

Resolved: to approve the Committee Terms of Reference

55. Committee Budget

Resolved: to note the Committee Budget

56. Exclusion of Press and Public

Resolved: that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph

57. Exit Interview Actions

Cllr R Hughes provided feedback from the Deputy Clerk's exit interview. The interview had been generally positive but had highlighted a particular area of concern, which will be discussed at the next meeting.

58. Staffing Update

Chair provided a staffing update. It was confirmed that the Project and Events Officer is now in post. The Executive Officer has been appointed and will join the Town Council in July.

Committee received and noted the report on the Public Toilets and thanked the Senior Admin Officer for the same.

Members received and considered a staffing report from the Deputy Clerk.

Resolved:

- 1. to approve the Staffing Report**
- 2. to implement Options 1 and 2 of the report and to delegate its implementation to the Chair of the Human Resources Committee**

Two further reports from staff were considered. It was agreed that Chair would contact Cllr Allen and the member of staff concerned to notify them of the discussion.

The recruitment of a new Deputy Clerk was discussed. Chair will speak to Cllr Allen to request her to take the lead on recruitment for the post.

59. Agenda Items for next meeting

Resolved: it was noted that Members should contact the Executive Officer for matters for inclusion on the agenda of the next meeting
1. Exit Interview actions

60. Next Meeting

Resolved: the date of the next meeting of the Human Resources Committee is confirmed as the 28th September 2026

Chair