



Otley TOWN COUNCIL

Core Resource Centre
Unit 11, Orchard Gate, Otley, LS21 3NX,
Paula Shillaw, Executive Officer,
email: eo@otleytowncouncil.gov.uk
Tel: 01943 466335

To All Members of the Town Council

You are summoned to attend the meeting of the Human Resources Committee
to be held in

The Wharfedale Room, Otley Core Resource Centre, Orchard Gate, Otley

At 7.00pm on

Monday 28th September 2026

Paula Shillaw

**Paula Shillaw
Executive Officer
22nd September 2026**

PUBLIC PARTICIPATION

Notice is given that at the start of this meeting 15 minutes will be set aside for members of the public to address the committee on matters relevant to the town or the committee within the following rules:

- (a) Members of the public wishing to speak are to have given prior notice to the Executive Officer
- (b) Any member of the public invited to speak will be permitted to speak for no more than 5 minutes
- (c) In the event of more than 3 members of the public wishing to address the committee then priority will be determined by subject ma



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AGENDA

- 1. Apologies:** Members will be asked to receive apologies.
- 2. Declarations of Interest:** To receive any declarations of interest not already declared under the Council's Code of Conduct or Members Register of Disclosable Pecuniary Interests and to consider and decide upon any applications for dispensation.
- 3. Minutes for approval:** Members are asked to approve for accuracy only the Minutes of the Meeting of: 15th June 2026.
- 4. Committee Budget:** Members will receive an update on the budgetary position, refer to 10. below.
- 5. National Pay Award:** Members are requested to note the agreement of the national pay award for the period 1st April 2026 to 31st March 2027.
- 6. SLCC Membership Fees:** Members are requested to note the payment of the SLCC membership fees for both the Executive Officer and the Deputy Clerk.
- 7. Exclusion of Press and Public:** To resolve to exclude members of the public and press under the Public Bodies (admissions to Meetings) Act 1960 due to the nature of the following items of business to be transacted being prejudicial to the public interest
- 8. Working arrangements:** Members are requested to consider a request.
- 9. Review of Staffing structure and roles:** Members are requested to consider whether an external review of organisational roles is appropriate and/or agree other appropriate action.
- 10. Report from Executive Officer:** Members to receive the report and agree appropriate action.



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11. Agenda Items for next meeting: Members to notify the Executive Officer of matters for inclusion on the agenda of the next meeting

12. Next Meeting: To confirm the date of the next meeting of Human Resources committee as 7th December 2026



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