

**BINGLEY TOWN COUNCIL**  
**MINUTES OF THE MEETING OF STAFFING COMMITTEE**  
**HELD AT THE TOWN COUNCIL OFFICE, COTTINGLEY CORNERSTONE CENTRE, LITTLELANDS, BINGLEY,**  
**BD16 1AL**  
**WEDNESDAY 20th MARCH 2018 AT 5:45PM**

<b>Councillors present.</b>	Councillors: Dawson, Dearden, Hardman, Simpson J Wheatley and Winnard
<b>Councillors in attendance not member of this committee.</b>	None
<b>In attendance.</b>	Ruth Batterley, Town Clerk
<b>Members of the public.</b>	None

**Start: 5:45pm**

**Finish: 6:30pm**

**1718/34 Apologies for absence**

- 1. To note apologies for absence**
- 2. To receive and consider apologies for absence**
- 3. To approve reasons for absence**

There were none.

**1718/35 Disclosures of interest**

- a) To receive declarations of interest from councillors on items on the agenda.**
- b) To receive written requests for dispensations for disclosable pecuniary interest**
- c) To grant any requests for dispensation as appropriate.**

There were none.

**1718/36 To confirm as a correct record the minutes of the meeting held on 6th December 2017**

Two small amendments were noted 1718/27 should read 'its' and 1718/29 'but that' was repeated

Subject to the above amendments:

**Resolved** to confirm the minutes of the meeting held on 6th December 2017. Proposed Councillor Simpson, seconded Councillor J Wheatley and agreed. All were in favour, bar one abstention from the vote.

**1718/37**

**Public participation**

**Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chair**

There were no members of the public present.

### **1718/38 Staff handbook**

- a) To consider a Bingley Town Council staff handbook**
- b) To consider next steps**

**Resolved** that a Bingley Town Council staff handbook/file be produced for each member of staff. Staff will be required to read and sign that they have received policies that particularly relate to staff or their employment. It was noted that although most Town Council policies are on the website, a file of paper copies should be made up and kept in the office.

Proposed Councillor J Wheatley, seconded Councillor Simpson and agreed. All were in favour.

### **1718/39 To resolve that members of the press and public be excluded from items 1718/40, 41 & 42 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.) (Backdating of staff pension, award of increment & office work load)**

**Resolved** that members of the press and public be excluded.

Proposed Councillor Winnard, seconded Councillor Simpson and agreed. All were in favour.

### **1718/40 Backdating of staff pensions**

- a) To backdate the Town Clerk's staff pension**
- b) To consider next steps**

It was noted that the full council had agreed to backdate staff pensions (minute 1718/32). Councillor Winnard informed the committee that he understood that the employer amounts could be backdated without the need for employees to backdate their contributions. Subject to clarification of this with the Town Council payroll provider:

**Resolved** that subject to clarification by the payroll provider that the employer contribution can be back dated independently to the employee contribution, that both members of staff's employer contributions be backdated. Proposed Councillor J Wheatley, seconded Councillor Winnard and agreed. All were in favour.

### **1718/41 Award of increment**

- a) To consider awarding an increment to the Administrative Officer**
- b) To consider next steps**

It was noted that the clerk as the Administrative Officer's line manager had carried out reviews and the year end annual appraisal.

**Resolved** that the Administrative Officer be awarded an increment on the NJC pay scale. Proposed Councillor Winnard, seconded Councillor Dawson and agreed. The Chair of the committee asked that the Administrative Officer be thanked for her work in the previous year.

### **1718/42 Office work load**

- a) To consider next steps**

There was discussion about the work load in the office and some of the additional influences and pressures that had arisen, especially over the past few months.

**Resolved** that it be recommended to the full council that the council be cautious about undertaking any new work for the foreseeable future. Proposed Councillor Simpson, seconded Councillor J Wheatley and agreed. All were in favour.

**1718/43 Next Meeting of the Staffing Committee**

To set the date for the next Staffing committee meeting.

The next meeting date will be set when a further meeting is required.