

BINGLEY TOWN COUNCIL
MINUTES OF THE MEETING OF STAFFING COMMITTEE
HELD AT CARDIGAN HOUSE, FERNCLIFFE ROAD, BINGLEY ON
TUESDAY 19TH JULY 2016 AT 6:30PM

Councillors present.	Councillors: Brown, Chapman, Cheney, Dawson and Joe Wheatley
Councillors in attendance not member of this committee.	None
In attendance.	Ruth Batterley (Interim Clerk)
Members of the public.	None

Start: 6:30pm

Finish: 8:15pm

1617/1 Election of Chairman of the Staffing Committee

- a) To elect a Chairman of the meeting for the purposes of transacting item 1(b)
- b) To elect a Chairman of the Staffing Committee

Resolved to elect Councillor Brown as Chairman of the meeting for the purposes of transacting item 1(b) Proposed Councillor Wheatley, seconded Councillor Dawson and agreed. All were in favour.

Resolved to elect Councillor Dawson as Chair of the Staffing Committee. Proposed Councillor Brown, seconded Councillor Chapman and agreed. All were in favour.

1617/2 Election of a Vice Chairman of the Staffing Committee

Resolved to elect Councillor Wheatley as Vice Chair of the Staffing Committee. Proposed Councillor Brown, seconded Councillor Chapman and agreed. All were in favour.

1617/3 Apologies for absence

There were none.

1617/4 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.

1617/5 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 Chairman.

No members of the public were present.

1617/6 To consider staffing requirements for Bingley Town Council.

There was discussion about this item. Councillor Brown noted that he felt the council needed a full time clerk and that the council should review any additional staffing needs when the budget is discussed in November.

Resolved that the clerk role should be full time with a review of any additional staff requirements in November. Proposed Councillor Brown, seconded Councillor Chapman and agreed. All were in favour.

There was discussion about the salary scale for the permanent clerk. **Resolved** that the salary scale should be LC2 points 30-38. Proposed Councillor Cheney, seconded Councillor Wheatley and agreed. All were in favour.

1617/7 To resolve that members of the press and public be excluded from items 1617/8 and 1617/9 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.

Resolved that members of the public be excluded from items 1617/8 and 1617/9 during consideration of items of a confidential nature.

1617/8 To approve the Interim Clerk's contract

Comments are awaited from YLCA about the Interim Clerk's contract. Pending these comments:

Resolved to approve the Interim Clerk's contract. Proposed Councillor Dawson, seconded Councillor Cheney and agreed. All were in favour.

1617/9 Recruitment of Permanent Clerk

- a) **To discuss and decide on the process for the recruitment of the permanent clerk.**
- b) **To decide on the timeline for the recruitment and appointment process**

There was discussion about timescales.

Resolved that the Clerk will place the advert with YLCA and SLCC for £15 up to 22nd August and with SLCC for three weeks for £265 plus VAT. Shortlisting will take place on 23rd August and interviews on 26th August. A presentation to the full council may be required. Three were in favour and two against.

The Interim Clerk left the meeting at 7:40pm.

Resolved to agree the job description with amendments. Proposed Councillor Wheatley, seconded Councillor Chapman and agreed All were in favour.

Resolved to agree the person specification with amendments. Proposed Councillor Wheatley, seconded Councillor Chapman and agreed. All were in favour.

There was discussion about interview questions and these are to be reviewed and the final list agreed for the interview. Proposed Councillor Wheatley, seconded Councillor Chapman and agreed. All were in favour.

Resolved to agree the application form. Proposed Councillor Cheney, seconded Councillor Wheatley and agreed. All were in favour.

1617/10 Next Meeting of the Staffing Committee

To set the date for the next meeting of the committee as Tuesday 20th September.