

**BINGLEY TOWN COUNCIL**  
**MINUTES OF THE MEETING OF STAFFING COMMITTEE**  
**HELD AT ELDWICK CHURCH HALL, OTLEY ROAD, ELDWICK ON**  
**WEDNESDAY 19TH OCTOBER 2016 AT 6:30PM**

<b>Councillors present.</b>	Councillors: Brown, Chapman, Dawson and Joe Wheatley
<b>Councillors in attendance not member of this committee.</b>	None
<b>In attendance.</b>	Ruth Batterley
<b>Members of the public.</b>	None

**Start: 6:30pm**

**Finish: 8:30pm**

**1617/11 Apologies for absence**

There were none.

**1617/12 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.

**1617/13 To confirm as a correct record the minutes of the meeting held on 19<sup>th</sup> July 2016**

Councillor Wheatley advised that three members of the committee had voted in favour of placing the advert with YLCA and SLCC and two members of the committee had voted against. Subject to this amendment:

**Resolved** to confirm as a correct record the minutes of the Staffing committee held on 19<sup>th</sup> July 2016.

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

**617/14 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.

**1617/15 To consider the grievance procedure for Bingley Town Council and make any recommendations to the full town council as necessary**

The SLCC model grievance procedure had been circulated to the committee.

**Resolved** that the procedure should be altered to include references to Bingley Town Council and subject to this tailoring be recommended to the full Town Council. Proposed Councillor Brown, seconded Councillor Wheatley and agreed. All were in favour.

**1617/16 To consider the disciplinary procedure for Bingley Town Council and make any recommendations to the full town council as necessary**

The SLCC model disciplinary procedure had been circulated to the committee.

**Resolved** that the procedure should be altered to include references to Bingley Town Council and subject to this tailoring be recommended to the full Town Council. Proposed Councillor Brown, seconded Councillor Chapman and agreed. All were in favour.

#### **1617/17 Pensions**

- a) **To consider pension arrangements for Bingley Town Council**
- b) **To consider requirements under auto enrolment for pensions**

a) Councillor Dawson advised that having read the NALC procedure note on pensions that an independent financial adviser should be appointed to advise Bingley Town Council about the best type of pension to provide. A pension was advertised as part of the recruitment information. Councillor Dawson will obtain a quotation from a local independent financial adviser and the clerk will look on the SLCC website to see if it lists any financial advice firms. The pension is to be back dated to the clerk's permanent appointment date i.e. 10<sup>th</sup> October 2016.

**Resolved** that Councillor Dawson and the clerk will obtain a quotation for independent pensions advice and that the clerk's pension should be back dated to 10<sup>th</sup> October 2016. Proposed Councillor Dawson, seconded Councillor Chapman and agreed. All were in favour. A recommendation about which adviser to appoint will be put to the full Town Council.

a) **Resolved** that auto enrolment will be dealt with as part of the advice from the independent financial advisor. Proposed Councillor Dawson, seconded Councillor Wheatley and agreed. All were in favour

#### **1617/18 To consider a leave/time off policy for Bingley Town Council and make any recommendations to the full town council as necessary**

A leave/time off policy had been circulated. The clerk advised that she had accrued just over 4 days' full time equivalent leave from her time as the Interim Clerk.

**Resolved** that the circulated policy be amended to refer to Bingley and be recommended to the full council for its approval. Proposed Councillor Dawson, seconded Councillor Chapman and agreed. All were in favour.

#### **1617/19 To consider a mileage policy for Bingley Town Council and make any recommendations to the full town council as necessary**

A policy is to be created for travel and subsistence.

**Resolved** that a recommendation be put to full council that the clerk's mileage be approved for council business. Proposed Councillor Dawson, seconded Councillor Chapman and agreed. All were in favour.

#### **1617/20 To appoint a line manager for the clerk**

**Resolved** that the council Chairman be the line manager for the clerk. Proposed Councillor Dawson, seconded Councillor Wheatley and agreed. All were in favour.

#### **1617/21 To consider budget proposals for the next financial year**

Administrative assistance. There was discussion about this item. Councillor Brown advised that there is a large amount of administration to be undertaken and there is an issue of staff/councillor capacity. Councillor

Dawson advised that the role should have specific responsibilities. Councillors Wheatley and Chapman expressed concerns about the need for an extra staff position.

**Resolved** that administrative assistance of £10,000 be included in the draft budget for 2017-2018. Proposed Councillor Brown, seconded Councillor Dawson and agreed. Two were in favour and there were two abstentions from the vote.

**Resolved** that an amount of £1,000 be allocated for administrative equipment. Proposed Councillor Brown, seconded Councillor Dawson and agreed. Two were in favour and there were two abstentions from the vote. There was discussion about the suggested budget proposal of employing a handyman. It was preferred that an amount should be recommended for the budget for an allocation of £5,000 for repairs etc. to be carried out by contractors.

**Resolved** that an amount of £5,000 be allocated to the draft budget for repairs etc. Proposed Councillor Brown, seconded Councillor Wheatley and agreed. All were in favour.

There was discussion about the need for larger office space.

**Resolved** that £10,000 be allocated for the draft budget. Proposed Councillor Brown, seconded Councillor Dawson and agreed. Two were in favour, one against and there was one abstention from the vote.

**Resolved** that £10,000 be allocated for any necessary office furniture, renovations etc. Proposed Councillor Brown, seconded Councillor Dawson and agreed. Two were in favour, one was against and there was one abstention from the vote.

**1617/22 To resolve that members of the press and public be excluded from items 1617/23 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature. (Employment contract)**

**Resolved** that owing to consideration of an item of a confidential nature (clerk's contract) that the press and public be excluded. Proposed Councillor Brown, seconded Councillor Wheatley and agreed. All were in favour

**1617/23 To consider the employment contract for the clerk**

The contract was reviewed. **Resolved** that subject to the amendments the contract be agreed. Proposed Councillor Wheatley, seconded Councillor Chapman and agreed. All were in favour.

**1617/24 To receive The Good Employer Guide**

The guide had been circulated to all of the committee.

**1617/25 Next Meeting of the Staffing Committee**

To set the date for the next meeting of the committee as being Monday 23<sup>rd</sup> January 2017 at 6:30pm.