

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

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

Start: 6:30pm

Finish: 7:30pm

1617/26 Apologies for absence

There were none.

1617/27 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.

1617/28 To confirm as a correct record the minutes of the meeting held on 19th October 2016

Resolved to confirm the minutes of the meeting held on 19th October as a correct record. Proposed Councillor Dawson, seconded Councillor Wheatley and agreed. All were in favour.

1617/29 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.

1617/30 To resolve that members of the press and public be excluded from items 1617/31 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature. (Consideration of requirements for new administration employee)

Resolved that members of the public be excluded from item 1617/31 during consideration of the confidential items relating to requirements and discussions about the employment documents for a new administration employee for Bingley Town Council. Proposed Councillor Wheatley, seconded Councillor Dawson and agreed. All were in favour.

1617/31 To consider the recruitment process for a new member of staff

Councillor Wheatley's documentation had been circulated with the meeting papers:

1. Job advert
2. Person specification
3. Job description

Resolved

Various suggestions and amendments were made to these documents. They are to be advertised with YLCA for the cost of £15 for an indefinite period and with the Bradford Council online vacancy listing for the cost of £77. The post is also to be advertised on social media sites and application forms etc are to be obtained from the clerk. The closing date is to be Friday 27/01/17 at noon. Shortlisting will be held after the Staffing meeting on 30/01/17 and the interviews will be held on Friday 3rd February between 10:00am and 1:00pm. The advert is to be placed during w.c. 2nd January 2017.

The post of Administration Officer is to be appointed on scale point 18, £9.30 an hour for 18 hours a week, working six hours per day Monday- Wednesday, with some flexibility required around these days on occasion.

Proposed Councillor Dawson, seconded Councillor Chapman and agreed. All were in favour.

1617/32 To receive an update on Staff Pensions

Both Councillor Dawson and the clerk had made initial enquiries with independent pensions advisors. The clerk was still waiting for a response and Councillor Dawson had heard back from her contact who had indicated that based on cost, The Peoples Pension may be the best scheme for the town council.

1617/33 Next Meeting of the Staffing Committee

To set the date for the next meeting of the committee as being Monday 30th January 2017 at 6:30pm.