

**BINGLEY TOWN COUNCIL  
MINUTES OF THE MEETING OF STAFFING COMMITTEE  
HELD AT ELDWICK CHURCH HALL, OTLEY ROAD, ELDWICK ON  
MONDAY 30<sup>th</sup> JANUARY 2017 AT 6:30PM**

<b>Councillors present.</b>	Councillors: 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: 7:15pm**

**1617/34 Apologies for absence**

**Resolved** to accept Councillor Dearden's apologies for absence (personal). Proposed Councillor Wheatley, seconded Councillor Chapman and agreed. All were in favour

**1617/35 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.

**1617/36 To confirm as a correct record the minutes of the meeting held on 19<sup>th</sup> December 2016**

**Resolved** to confirm the minutes of the meeting held on 19<sup>th</sup> December 2016 as a correct record. Proposed Councillor Dawson, seconded Councillor Chapman and agreed. All were in favour.

**1617/37 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 Chairman.**

No members of the public were present.

**1617/38 To consider the Clerk probationary review**

An induction document suitable for Bingley Town council had been circulated with the meeting papers. The document is to be altered to reflect the six month probation period for the clerk. The probationary review will be carried out by Councillor Dawson as Chair of the council and the clerk's line manager. It was noted that the Staffing committee requires a different Chair as the Chair of the committee cannot be the Chair of the council for disciplinary and grievance procedures.

The first review is to take place at the four month period on 16<sup>th</sup> February 2017. The final review is to take place at the six month period and was diarised for 10<sup>th</sup> April 2017.

**Resolved** that the review take place carried out by the Chair of the council on the two dates listed above. Proposed Councillor Dawson, seconded Councillor Chapman and agreed. All were in favour.

**1617/39 To consider objectives for the clerk**

**Resolved:**

It was noted that the full council should have input into objectives for the clerk. Councillors Dawson and Chapman will draft a document, circulate to the committee and discuss at the review meeting on 10<sup>th</sup> April. This will also be an item on a future town council agenda.

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

**1617/40 To receive an update on staff pensions for Bingley Town Council and to decide on next steps**

Councillor Dawson advised the committee that neither she or the clerk had been able to obtain definitive advice on staff pensions. There was discussion about this item.

**Resolved** that the council should be recommended to allocate £500 to pay for a pensions financial adviser to give advice on the most suitable pension for town council staff. Proposed Councillor Wheatley, seconded Councillor Chapman and agreed. All were in favour.

**1617/41 To consider the Terms of Reference for the Staffing committee and to make any recommendations to the full council as necessary**

There was discussion about this item and the committee:

**Resolved** to discuss to at a town council meeting increasing the membership of the Staffing committee from five to six, and the quorum from three to four. Proposed Councillor Dawson, seconded Councillor Chapman and agreed. All were in favour.

**1617/42 Administration Officer**

- a) 184 requests for application packs and 49 applications for the position had been received. It was noted that a shorter period of advertising posts should be adopted for future adverts.
- b) **Resolved** that the induction programme circulated by the clerk be used for the Administration Officer. The clerk as line manager to the Administration Officer is to carry out the induction. Proposed Councillor Dawson, seconded Councillor Wheatley and agreed.

**1617/43 Next Meeting of the Staffing Committee**

To set the date for the next meeting of the committee as being Monday 20th March 2017 at 6:30pm.