

BINGLEY TOWN COUNCIL
MINUTES OF THE MEETING OF STAFFING COMMITTEE
HELD AT COTTINGLEY CORNERSTONE CENTRE ON
MONDAY 20th MARCH 2017 AT 6:30PM

Councillors present.	Councillors: Chapman, Dawson, Dearden, Simpson and Joe Wheatley
Councillors in attendance not member of this committee.	None
In attendance.	Ruth Batterley, Town Clerk and Laura Jowett, Administrative Officer
Members of the public.	None

Start: 6:30pm

Finish: 7:20pm

1617/44 Election of Chair of committee

- a) **To receive the resignation of the Chair of the Staffing committee**
- b) **To elect a new Chair of the committee**

- a) Councillor Dawson's resignation as Chair of the committee was received.
- b) Resolved to elect Councillor Chapman as the Chair of the Staffing committee. Proposed Councillor Simpson, seconded Councillor Dearden and agreed. All were in favour.

1617/44 Apologies for absence

There were no apologies.

1617/45 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.

1617/46 To confirm as a correct record the minutes of the meeting held on 30th January 2017

Resolved to confirm the minutes of the meeting held on 30th January 2017 as a correct record. Proposed Councillor Dawson, seconded Councillor Chapman and agreed. All were in favour.

1617/49 Update on Staff pensions

The clerk advised that she had been in touch with YLCA who had suggested using Ardent, firm of independent financial advisers in York. The clerk will contact Ardent. There was discussion about back dating the Administrative Officer's pension entitlement to the start date of the employment.

Resolved to backdate the Administrative Officer's start date for pension to 6th March 2017. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

1617/50 To resolve that members of the press and public be excluded from item 1617/51 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.) (Staff contract)

Resolved that the press and public be excluded during consideration of an item of a confidential nature (staff contract) Proposed Councillor Chapman , seconded Councillor Dawson and agreed. All were in favour.

1617/51 Administrative Officer Employment Contract

a) To consider the Employment Contract for the Administrative Officer

The contract was considered, various small amendments were suggested. **Resolved** subject to the amendments discussed that the contract for the Administrative Officer be agreed. Proposed Councillor Wheatley, seconded Councillor Simpson and agreed. All were in favour.

1617/52 Good Employer Guide

a) To receive the Good Employer Guide

Hard copies of the Good Employer Guide were circulated to all councillors on the committee. A copy will be held in the office.

1617/53 Cost of living increase

a) To consider the 1% cost of living increase for staff employed on NJC terms and conditions

Resolved that both members of staff be awarded the 1% cost of living increase. Proposed Councillor Wheatley, seconded Councillor Simpson and agreed. All were in favour.

1617/54 Next Meeting of the Staffing Committee

A provisional date for the next meeting of the committee was set as Tuesday 25th April 2017 at 5.45pm.