

BINGLEY TOWN COUNCIL
MINUTES OF THE MEETING OF STAFFING COMMITTEE
HELD AT BINGLEY METHODIST CHURCH ON
WEDNESDAY 21st JUNE 2017 AT 7:00PM

Councillors present.	Councillors: Chapman, Dawson, Simpson and Winnard
Councillors in attendance not member of this committee.	None
In attendance.	Ruth Batterley, Town Clerk
Members of the public.	None

Start: 7:00pm

Finish: 8:45pm

1718/01 To elect the Chair of the committee

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

1718/02 To elect the Vice Chair of the committee

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

1718/03 Apologies for absence

To approve the reasons for Members' absence (if applicable).

Resolved to approve the apologies of Councillor Dearden (personal) and Councillor Wheatley (personal). Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

1718/04 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 no declaration of interest and no written requests for dispensation had been received.

1718/05 To confirm as a correct record the minutes of the meeting held on 20th March 2017

Resolved to confirm the minutes of the meeting held on 20th March. Proposed Councillor Simpson, seconded Councillor Chapman. All were in favour, bar one abstention from the vote.

1718/06 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 Chair

There were no members of the public present.

1718/07 Pensions

- a) To receive the independent pensions report and costings from Workplace Pensions Direct**
- b) To consider which pension to recommend to the full council to be used for Bingley Town Council staff**
- c) To consider the monthly service that Workplace Pensions offers for £19 per calendar month and make any recommendation to the full council as necessary**

The clerk left the meeting whilst this item was being discussed. Councillor Chapman took the minutes for this item. Workplace Pensions had advised against the Local Government Pension Scheme because of its high cost (20 %) from employer. The NEST scheme appears the most practical. Councillor Winnard will clarify the basic and qualifying earning levels.

- a) The pensions report and costings had been circulated with the meeting papers.
- b) **Resolved** that the committee recommends the NEST pension scheme to the full council for its approval and that the pension be back dated to staff permanent start dates, if back dating is permitted. Failing this, the difference of a lump sum would be considered. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.
- c) **Resolved** Councillor Winnard is to contact Bradford Community Payroll for further advice on pension set up costs and compliance issues for auto enrolment. This will determine if there is a need for the £19 per calendar month support package that Workplace Pensions offers. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour.

1718/08 To resolve that members of the press and public be excluded from item 1718/09 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.) (Staff probation and permanent appointments)

Resolved that the press and public be excluded. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.

The Clerk left the room for item 1718/09 a).

1718/09 Probationary period for council staff

- a) To note that the six-month probation period for the Clerk has now ended. Resolved** that the Clerk has satisfactorily completed her probationary period. Proposed Councillor Dawson, seconded Councillor Winnard and agreed. All were in favour.
- b) To consider any next steps.**
- c) Administrative Officer. To note that the six-month probationary period for the Administrative Officer has now ended.** It was noted that the Administrative Officer probationary period is three, not six months. Resolved that the Administrative Officer has satisfactorily completed her probation period. Proposed Councillor Chapman, seconded Councillor Winnard and agreed. All were in favour.
- d) To consider any next steps** Both appointments are to go to the June full council meeting. Councillor Winnard as Chair of the committee will write to both members of staff confirming their appointments after the June full council meeting.

The clerk explained that there are some outstanding policies from her probationary period:

1. Freedom of Information. This had been an item on the Finance and General Purposes June agenda but the item had been postponed to a future meeting, due to shortage of time.
2. Data Protection. The clerk explained she is due to go on data protection training on 28th June and will compile the policy after this date.
3. Public Sector Deposit Fund. The clerk explained she is trying to obtain information about how investments are risk assessed; a requirement of local council investments.
4. Questions were asked about safe laptop working. The clerk explained that there is a DSE document which can be used to assess risk. **Resolved** that the clerk will complete this for both members of staff. Proposed Councillor Dawson, seconded Councillor Chapman and agreed.

Both the clerk and the Administrative Officer were thanked for their work.

1718/10 Health and Safety requirements

a) To consider the above for Town Council staff

Several items were suggested; fire extinguisher, PAC testing, trip hazards, lone working. The clerk explained she had prepared a procedure about the latter. The clerk is to ask Cottingley Cornerstone to have a fire practice whilst both Town Council members of staff are at work in the office.

The clerk is to ask Cottingley Cornerstone for details of their health and safety policies.

1718/11

Next Meeting of the Staffing Committee

To set the date for the next Staffing committee meeting.

A meeting will be arranged for later in the year.