

**BINGLEY TOWN COUNCIL**  
**MINUTES OF THE MEETING OF STAFFING COMMITTEE**  
**HELD AT LITTLE HOUSE, MARKET SQUARE, BINGLEY**  
**WEDNESDAY 6th DECEMBER 2017 AT 6:30PM**

<b>Councillors present.</b>	Councillors: Chapman, Dearden, Simpson J Wheatley and Winnard
<b>Councillors in attendance not member of this committee.</b>	None
<b>In attendance.</b>	Ruth Batterley, Town Clerk
<b>Members of the public.</b>	None

**Start: 7:00pm**

**Finish: 7:30pm**

**1718/23 Apologies for absence**

- 1. To note apologies for absence**
- 2. To receive and consider apologies for absence**
- 3. To approve reasons for absence**

It was noted that Councillor Dawson had submitted her reasons for absence (personal)

**Resolved** to approve the apologies of Councillor Dawson. Proposed Councillor Simpson, seconded Councillor J Wheatley and agreed. All were in favour.

**1718/24 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.

**1718/25 To confirm as a correct record the minutes of the meeting held on 20th September 2017**

**Resolved** to confirm the minutes of the meeting held on 20th September 2017. Proposed Councillor Winnard, seconded Councillor Simpson. All were in favour, bar two abstentions from the vote.

**1718/26 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.

**1718/27 1718/27 Compassionate Leave policy**

- a) To consider the Compassionate Leave policy**
- b) To consider next steps**

- a) The draft Compassionate Leave policy had been circulated with the meeting papers. Point two is to be supplemented with 'Special leave may be paid or unpaid at *the manager's discretion and Special Leave is to be reported back to the Staffing committee once a quarter.*

Subject to the above amendments:

**Resolved** to recommend the draft Special Leave policy to full council for its approval. Proposed Councillor Wheatley, seconded Councillor Chapman and agreed. All were in favour.

#### **1718/28 Pay policy**

- a) **To consider the pay policy for the Town Council**

- b) **To consider next steps**

Councillor Winnard's draft pay policy had been circulated prior to the meeting. Point three is to be altered removing all of the categories and replaced with '*ensuring that individuals are not discriminated against in accordance with the Equality Act 2010.*'

Subject to the above **resolved** that the draft pay policy be recommended to the full council for its approval. Proposed Councillor Simpson, seconded Councillor Dearden and agreed. All were in favour.

#### **1718/29 Job Descriptions**

- a) **To consider the amended job description for the Administrative Officer**

- b) **To consider next steps**

- c) **To consider the amended job description for the Town Clerk**

- d) **To consider next steps**

- a) The Administrative Officer's amended job description had been circulated with the meeting papers. The Clerk noted that original contracts are not amended as per advice from YLCA, but that amendments to the contract are put in writing, dated and appended to the original contract.

Subject to the above **resolved** to approve the Administrative Officer's amended job description and amendments to her contract, taking into account revised hours, pay and duties. Proposed Councillor Wheatley, seconded Councillor Chapman and agreed. All were in favour.

- c) The Town Clerk's job description had been slightly amended to take into account that there is no requirement for her to attend every meeting of the council.

Subject to the above **resolved** to approve the Town Clerk's amended job description. Proposed Councillor Simpson, seconded Councillor Wheatley and agreed. All were in favour.

#### **1718/30 Pensions**

- a) **To note that auto enrolment has commenced**

- b) **To consider steps in backdating staff pensions**

- a) It was noted that November had been the first month of the pension for Town Council staff. The clerk was asked to check with the payroll provider if the statement of compliance had been dealt with.

- b) The full council had agreed that staff pensions be backdated to their permanent start date (Full Council agenda item 1718/32). The clerk was asked to check with the payroll provider what needs to be done to backdate the pension.

**1718/31 To resolve that members of the press and public be excluded from item 1718/32 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.) (Award of increment)**

**Resolved** that members of the press and public be excluded owing to discussion of a staff increment. The clerk left the room.

**1718/32 Award of increment to Town Clerk**

- a) **To note the recent staff development review held with the Town Clerk**
- b) **To consider the recommendation to award an increment on the NJC pay scale to the Town Clerk**
- c) **To note any next steps**

In the clerk's absence it was noted that her development review had been undertaken and this had confirmed she had worked to a high standard and met agreed objectives for the year.

**Resolved** that subject to the pay policy being agreed by the full council, the clerk be awarded an extra increment from the anniversary of her appointment (10th October) Proposed Councillor Simpson, seconded Councillor Chapman and agreed.

**1718/33 Next Meeting of the Staffing Committee**

To set the date for the next Staffing committee meeting. No date was set.