

**BINGLEY TOWN COUNCIL
MINUTES OF THE MEETING OF STAFFING COMMITTEE
HELD AT THE METHODIST CHURCH, HERBERT STREET, BINGLEY,
BD16 4JU
MONDAY 2ND JULY 2018 AT 5.15PM**

Councillors present.	Councillors: Dawson, Owen, Simpson and Winnard
Councillors in attendance not member of this committee.	None
In attendance.	Laura Jowett, Administrative Officer
Members of the public.	None

**Start: 5:15pm
Finish: 6:25pm**

1819/01 Apologies for absence

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

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

1819/02 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.

1819/03 To confirm as a correct record the minutes of the meeting held on 20th March 2018

Resolved to confirm the minutes of the meeting held on 20th March 2018. Proposed Councillor Simpson, seconded Councillor Dawson and agreed. All were in favour, bar one abstention from the vote.

1819/04 To elect a Vice Chair of the committee

Resolved to appoint Councillor J Wheatley as the Vice Chair of the Staffing Committee. Proposed Councillor Simpson, seconded Councillor Owen and agreed, all were in favour.

1819/05 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.

1819/06 Communications

- a) To receive information from the Town Council's insurers regarding Key Person cover
- b) To receive the Service Agreement from Bradford Community Payroll and Accounts
- c) To agree next steps

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- a) The email from Came and Co insurance was received and it was noted that the Town Clerk falls into the Key Person category. **Resolved** to notify Came and Co of the intention to claim and to request further information including their requirements in terms of documentation. Proposed Councillor Owen, seconded Councillor Simpson and agreed, all were in favour.
- b) Received the Service Agreement from Bradford Community Payroll. **Resolved** to renew the agreement with Bradford Community Payroll. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour.

1819/07 Staff training

To consider recommending that the Finance and General Purposes Committee approve the expenditure of £250 for the Administrative Officer to register for the Cilca qualification.

Resolved to recommend that the Finance and General Purposes Committee approve the expenditure of £250 for the Administrative Officer to register for the Cilca qualification and to support continuous professional development of all employees. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour.

1819/08 Sickness policy

- a) **To consider arrangements for developing a sickness policy**
- b) **To agree next steps**

Resolved that Councillor Winnard will review the sickness policy from YLCA and develop a draft policy for Bingley Town Council which will go to the Full Council on the 31st July for approval. Proposed Councillor Dawson, seconded Councillor Simpson and agreed, all were in favour.

1819/09 To resolve that members of the press and public be excluded from item 1819/10 Under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Employment Contracts)

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

1819/10 Interim staffing arrangements

- a) **To consider arrangements for interim staffing to cover absence**
- b) **To approve the contract of employment for the Interim Proper Officer**
- c) **To approve the contract of employment for the Interim Responsible Financial Officer**
- d) **To consider arrangements regarding the Administrative Officer's increased responsibility and hours to cover absence**
- e) **To consider next steps**

The arrangements to cover the Clerk's absence were discussed.

Resolved to approve the contracts for the Interim Clerk and the Interim Responsible Finance Officer.

Resolved that the Interim Clerk be appointed at the salary scale point [Confidential minute held on file] for between 8 and 16 hours per week until the 7th September with the option to review.

Resolved that the Interim Responsible Financial Officer be appointed at the salary scale point [Confidential minute held on file] for between 4 and 8 hours per week until the 7th September with the option to review.

Resolved that the Administrative Officer will work up to 30 hours per week on a temporary basis and that she be paid at one salary scale point higher [Confidential minute held on file] from 27th June 2018 until 7th September 2018, with the option to review.

Resolved to create an hourly time sheet for temporary staff, the Interim Clerk will line manage all other staff and will sign off timesheets, the chair of the staffing committee, or the chair of the council, will sign off the Interim Clerk's timesheet.

Resolved to inform Bradford Community Payroll of all changes.

Resolved that both interim staff should have access to the enquiries email box.

Proposed Councillor Winnard, seconded Councillor Dawson and agreed, all were in favour.

1819/11 Next Meeting of the Staffing Committee

The next meeting was provisionally agreed for Monday 3rd September 2018 at 5.15pm at Cottingley Cornerstone Centre.