

# BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

**MINUTES OF THE MEETING OF STAFFING COMMITTEE  
HELD AT THE TOWN COUNCIL OFFICE, COTTINGLEY COMMUNITY CENTRE, COTTINGLEY, BINGLEY,  
BD16 1AL WEDNESDAY 21st NOVEMBER 2018 AT 6:30PM**

<b>Councillors present.</b>	Councillors: Dawson, Owen, 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: 6:30pm**

**Finish: 8:00pm**

## **1819/21 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 reasons for absence for Councillor Dawson.

Councillor Dearden was not present.

## **1819/22 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.

## **1819/23 To confirm as a correct record the minutes of the meeting held on 3rd September 2018**

The date of the meeting on the minutes should read 3<sup>rd</sup> September 2018.

Subject to the above

**Resolved** to confirm the minutes of the meeting held on 3<sup>rd</sup> September 2018.

## **1819/24 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.

### **1819/25 Staff workload**

There was discussion about this item and the best method of monitoring staff work load to determine pressure points for staff and where additional resource may be required.

### **1819/26 Staff Training**

- a) To note the current spend on the training budget for Bingley Town Council**
- b) To identify any additional training required for staff**

- a) It was noted that the council training budget is £3k and £996 has been spent with a further £115 committed. The budget covers both councillors and staff.
- b) **Resolved** that Councillor Winnard draft a training policy for the council (staff and councillors) to be brought to a future meeting. The clerk will look into Equality training and a training needs assessment for the new council.

### **1819/27 Consideration of additional staff**

- a) To consider roles, potential costs, grading, line management and other related items**
- b) To consider next steps**

There was discussion about this item, together with the potential new roles that are being discussed as part of the budget. There was discussion about the possible events post being a freelance contract. It was noted that new staff are an item on the draft budget 2019-2020 for full council discussion.

### **1819/28 Staffing arrangements from the summer**

- a) To consider any additional thanks/reward to be offered to the Administrative Officer**
- b) To consider any outstanding issues from the employment of interim staff**

The clerk has chased the insurer about the claim for key person cover.

### **1819/29 Administrative Officer Cilca training**

- a) To receive the learning agreement for Cilca**
- b) To consider next steps**

**Resolved** to approve the Cilca training agreement. The agreement needs to be signed by the Chair of the council. **Resolved** In line with the agreement, the Administrative Officer will be able to use up to 2 of her contracted hours per week for Cilca work.

### **1819/30 Display Screen Equipment work station checklist**

- a) To note the annual check**

The annual work station checklist had been completed by both members of staff.

**1819/31 To resolve that members of the press and public be excluded from item 1819/32 Under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Staff salary grading review, clerk annual review and staff absence)**

**Resolved** that the press and public be excluded.

### **1819/32 Administrative Officer salary grading review, annual review Town Clerk and staff absence**

- a) To receive and consider the initial assessment of the Administrative Officer's salary grade**
- b) To confirm any next steps**
- c) To consider the annual review for the Town Clerk**

- d) **To consider next steps**
- e) **To receive information about planned absence for a member of staff**
- f) **To consider next steps**

- a) The clerk had undertaken a review of the Administrative Officer's salary grade. The information had been circulated to the committee. The clerk had shared the results of the initial review with the Administrative Officer.
- b) **Resolved** that the Administrative Officer grade remain on LC1
- c) Councillor Winnard advised the committee that he and the Chair of the council had carried out the clerk's annual review. The clerk had met her objectives.
- d) **Resolved** that the clerk be awarded an increment taking her to scp 34 £30,756 per annum. The increment is to be backdated to 10<sup>th</sup> October which is the anniversary of her appointment.
- e) It was noted that the clerk needs two weeks off for a medical procedure. **Resolved** that Joe Ashton be formally approached to see if he is able to clerk the January 2019 full Town Council meeting.

### **1819/33 Next Meeting of the Staffing Committee**

To set the date for the next Staffing Committee meeting