

BINGLEY TOWN COUNCIL



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

MINUTES OF THE MEETING OF STAFFING COMMITTEE

HELD AT THE METHODIST CHURCH, HERBERT STREET, BINGLEY, BD16 4JU MONDAY 9th SEPTEMBER 2018
AT 5.15PM

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| Councillors present. | Councillors: Dawson, Owen, Simpson, J. Wheatley and Winnard |
| Councillors in attendance not member of this committee. | None |
| In attendance. | Ruth Batterley (Town Clerk) Joe Ashton (Interim Town Clerk) |
| Members of the public. | None |

Start: 5:15pm

Finish: 6:30pm

1819/12 Apologies for absence

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

There were none

1819/13 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.

Councillor J. Wheatley declared an interest in Item 1819/19. Councillor Wheatley declared himself a personal friend of the Interim Town Clerk and would not vote on contractual/remuneration matters.

1819/14 To confirm as a correct record the minutes of the meeting held on 2nd July 2018

Resolved to confirm the minutes of the meeting held on 2nd July 2018. Proposed by Councillor Winnard, seconded Councillor Simpson and agreed. (5:0:0)

1819/15 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.

1819/16 Staff Training

To consider optional additional costs associated with the Administrative Officer's completion of the Certificate in Local Council Administration.

Resolved that the Council will fund the cost of mentoring by an external mentor from the Society of Local Council Clerks, in addition to the prior agreed cost of the Certificate. The cost of the mentoring is circa £400. Proposed by Councillor Winnard, seconded Councillor Simpson and agreed (5:0:0)

1819/17 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)

1819/18 Key Person Cover

a) To receive an update regarding the Town Council's key person insurance cover

Councillor Dawson updated the Committee on actions taken to date.

b) To confirm details of a claim to be made in relation to staff absence

It was confirmed that the insurer will require documents relating to the staff absence and the interim staffing arrangements.

Resolved that the required documents are submitted and a claim made by the Town Clerk without further recourse to the Committee, unless there is a problem.

Proposed by Councillor Dawson, seconded Councillor J. Wheatley and agreed (5:0:0)

1819/19 Interim staffing arrangements

a) To receive an update on interim staffing arrangements

The Interim Town Clerk updated as follows:

- The Town Clerk had returned to work on a phased basis from 23rd August 2018 and handovers were taking place
- The Interim Responsible Financial Officer had completed the monthly financial reporting and payments for August 2018 and would be on unpaid leave until the conclusion of the contract on 7th September 2018 (it having been agreed that there was no urgent or outstanding work for the Interim Responsible Financial Officer to complete)
- The Administrative Officer had worked a total of 14.5 additional hours during the absence of the Town Clerk and would be on planned annual leave until 6th September 2018
- The Interim Town Clerk's contract permitted up to 16 hours per week until 7th September 2018
- Councillors Simpson and Owen had completed their voluntary assistance in the office

b) To note the costs associated with interim staffing since 2nd July 2018

The Interim Town Clerk reported that the approximate cost of the interim staffing arrangements since 2nd July 2018 was £2,000. Costs in the period 2nd July to 7th September, where eligible, will be claimed from the Key Person Insurance.

c) To consider an employee's request for a phased return to work with altered working hours

The request for a phased return to work with altered working hours was considered and agreed. The working hours would be half days (or equivalent, as required) from the period 23rd August 2018 to 6th September 2018.

Proposed Councillor Winnard, seconded Councillor Dawson and agreed. (5:0:0)

d) To confirm the designation of the Proper Officer

Following discussion, the Committee confirmed that the designation of Proper Officer should revert to the Town Clerk from midnight on 6th September 2018.

e) To consider a fixed term extension from 7th September 2018 to the contract of employment for the Interim Proper Officer with a variation in job title and responsibilities

Councillor Dawson explained that the staffing changes in the months of June to September 2018 had resulted in a net loss of administrative hours and that she felt the retention of the Interim Proper Officer on up to 16 hours per week until the end of September would be beneficial for handover purposes and to assist

with the workload of other colleagues. This was discussed. It was noted that the costs associated with any additional hours after 7th September would not be covered by the Key Person Insurance.

Resolved that the Interim Proper Officer's contract is extended as follows:

- From 7th September 2018 to 30th September 2018 (at a cost of approximately £850)
- Up to 16 hours per week, to be worked as approximately one full day in the office (on Thursdays) and additional hours worked flexibly to cover meetings and as otherwise required
- The job title to be "Interim Assistant Town Clerk"
- The exact division of responsibilities to be decided by the Town Clerk but to include cover at the meeting of the Finance and General Purposes Committee on 12th September and assistance with the public toilets/office project

Proposed Councillor Dawson, seconded Councillor Winnard and agreed (4:0:1)

f) To consider the remuneration of the Interim Proper Officer

The Interim Proper Officer explained that the responsibilities of the "Interim Assistant Town Clerk" post would be lesser than those of the Interim Proper Officer and that this should be taken into consideration when agreeing the level of remuneration.

The Interim Proper Officer left the meeting.

Following discussion, it was acknowledged that the Interim Town Clerk and Interim Responsible Financial Officer were paid on different grades.

Resolved (1) to retrospectively raise the Interim Town Clerk's grade to that of the Interim Responsible Financial Officer for the period 3rd July 2018 to 7th September 2018.

Resolved (2) to set the grade of the Interim Assistant Town Clerk (from 7th September 2018 to 30th September 2018) as that of the Interim Town Clerk (less the retrospective increase at resolution 1, above)

Proposed Councillor Dawson, seconded Councillor Simpson and agreed (3:1:1)

The Interim Proper Officer returned to the meeting.

g) To note the conclusion of the Interim Responsible Financial Officer's contract on 7th September 2018

It was noted that the fixed-term contract for the Interim Responsible Financial Officer would conclude on 7th September 2018 and that, following the return to work of the substantive postholder, the contract would not require extension.

h) To confirm the designation Responsible Financial Officer

Following discussion, the Committee confirmed that the designation of Responsible Financial Officer should revert to the Town Clerk from midnight on 6th September 2018.

i) To consider additional remuneration for the Administrative Officer

The Interim Town Clerk advised the Committee that the Administrative Officer had, through practical necessity, undertaken tasks which were ordinarily associated with the Town Clerk's role. This had been partly recognised by a fixed-term increase in remuneration. The staffing changes during the period June to September 2018 had indicated a need to generally review the Administrative Officer's duties and contract.

Resolved to offer to make permanent the fixed-term increase in remuneration

Resolved to offer one week's additional paid holiday in the 2018/19 leave year

Resolved to initiate a job evaluation for the for the post of Administrative Officer

Proposed Councillor Dawson, seconded Councillor Winnard and agreed. (5:0:5)

j) To agree any further action required

- A revised staffing budget to be presented including the insurance costs
- The Town Clerk arrange for staff appraisals and report back

1819/20 Next Meeting of the Staffing Committee

The next meeting was agreed for Thursday 18th October 2018 at 4.00pm in Cottingley Cornerstone Centre.