

# 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 3RD APRIL 2019 AT 18:00

<b>Councillors present.</b>	Councillors: Dawson, Dearden, 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: 18:00pm

Finish: 18:50pm

### 1819/45 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 no apologies for absence.

### 1819/46 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. No requests for dispensation had been received.

### 1819/47 To confirm as a correct record the minutes of the meeting held on 13th February 2019

Councillor Dawson was not present. Subject to this amendment:

**Resolved** to confirm the minutes of the meeting held on 13th February 2019.

### 1819/48 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.

### 1819/49 Unpaid worker

- a) **To consider the offer of unpaid work**
- b) **To consider the risk assessment for the unpaid worker**
- c) **To consider any arrangements for the unpaid worker**
- d) **To consider the contract for the unpaid worker**
- e) **To consider if the Council wishes to offer the unpaid worker any expenses**

- a) The clerk advised that there had been an offer of unpaid work experience from an individual wishing to obtain experience with a large local council. **Resolved** that the offer of unpaid work experience be accepted on an initial trial one-month period, to be reviewed and extended at the clerk's discretion.
- b) **Resolved** to approve the risk assessment for the unpaid worker, noting that the worker will be using his own laptop. A memory stick will be purchased, to be left overnight in a locked office filing cabinet.
- c) **Resolved** that the worker will initially be offered four hours a week for a month.
- d) **Resolved** not to offer expenses at this stage.

#### **1819/50 Risk assessment**

- a) **To consider the risk assessment for the office**

- a) **Resolved** that the lone worker policy go into the risk assessment, along with regular mini breaks to be taken from the desk and screen.

#### **1819/51 2019 pay award**

- a) **To note the letter from Bradford Community Payroll about the national pay award**

Councillor Winnard noted that the pay award is contractual and this item is on the agenda for information.

#### **1819/52 To resolve that members of the press and public be excluded from item 1819/53 & 54 Under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Discussion of staff performance and salary/pension information)**

**Resolved** that the press and public be excluded for reasons of confidential information relating to staff performance and salary/pension information.

#### **1819/53 Staff appraisal**

- a) **To consider the result of the Administrative Officer's appraisal**
- b) **To consider any increment to be awarded**
  - a) The clerk had carried out the Administrative Officer's appraisal. The Administrative Officer was thanked for her continued work for the council.
  - b) **Resolved** that due to satisfactory performance the Administrative Officer be awarded an increment backdated to 6<sup>th</sup> March which is the anniversary of her appointment.

#### **1819/54 Staff salaries and pension**

- a) **To consider the impact that the revised NJC salary scale will have on existing staff salaries and employer contribution to the pension**

It was noted that there had been a nationally agreed change to the NJC pay scales. This has resulted in different grading bands. It was also noted that the employer contribution to the NEST scheme increased to 3% from 1<sup>st</sup> April 2019.

**1819/56 Next Meeting of the Staffing Committee**

To set the date for the next Staffing Committee meeting

The date will be set when the new council is in place.