

# 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 TUESDAY 6<sup>TH</sup> AUGUST 2019 AT 18:00

<b>Councillors present.</b>	Councillors: Dawson, Malik, Owen, Simpson, 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>	One

Start: 18:00pm

Finish: 19:30pm

### 1920/01 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.

### 1920/02 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. No requests for dispensation had been received.

### 1920/03 To confirm as a correct record the minutes of the meeting held on 3rd April 2019

**Resolved** to confirm the minutes of the meeting held on 3rd April 2019.

### 1920/04 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

No member of the public wished to raise any concern.

### 1920/05 Nominated Councillor

- a) To appoint a nominated Councillor for the clerk to report holiday, sickness etc.

An amendment was tabled that the nominated councillor should be appointed to discuss welfare work related issues as well as notification of sickness, holidays etc. The Chairs of the council and Staffing committee should be informed about sickness and holidays etc.

**Resolved** that Councillor Simpson be the nominated councillor for the clerk in line with the above.

#### **1920/06 Disciplinary and Grievance policies**

##### **a) To note the need for a review of the disciplinary and grievance policies**

**Resolved** that Councillor Winnard will undertake a review of the disciplinary and grievance procedures to tie in with the revised Complaints policy.

#### **1920/07 Staff resource**

##### **a) To consider staff resource for the town council**

There was discussion about this item and the document that Councillor Dawson had prepared. **Resolved** that the clerk will put together a document about the town council appointing a separate Responsible Financial Officer. The Communications/ Project Officer is to be revisited after the community consultations.

#### **1920/08 To consider the recruitment and appointment of an Environmental Warden**

**Resolved** to recommend the appointment of an Environmental Warden to the August full council meeting.

#### **1920/09 To resolve that members of the press and public be excluded from item 1920/10 Under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Discussion of councillor access needs)**

**Resolved** to exclude the press and the public from the meeting due to discussion of councillor access needs.

#### **1920/10 Councillor access needs**

##### **a) To consider access needs of a town councillor**

A councillor's access needs were discussed. The clerk gave an update on the issue. A meeting is to be held at the end of August with an organisation that can provide assistance to the councillor. The meeting is between the councillor and the organisation involved. A report should be available in time for the next Staffing committee meeting.

#### **1920/11 Next Meeting of the Staffing Committee**

To set the date for the next Staffing Committee meeting as Tuesday 1<sup>st</sup> October at 6:00pm in the town council office.