

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 ON WEDNESDAY 23rd OCTOBER 2020 AT 18:00

Councillors present.	Councillors: Brazendale, Malik, Owen, Simpson, and Winnard
Councillors in attendance not member of this committee.	None
In attendance.	Ruth Batterley (Town Clerk)
Members of the public.	None

Start: 18:00pm

Finish: 20:20pm

1920/12 Apologies for absence

- a) To note apologies for absence
- b) To receive and consider apologies for absence
- c) To approve reasons for absence

Resolved to approve the reasons for absence for Councillor Dawson.

1920/13 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 Malik declared his interest in item 22. He will abstain from the vote.

1920/14 To confirm as a correct record the minutes of the meeting held on 6th August 2019

Resolved to confirm as a correct record the minutes of the meeting held on 6th August 2019.

1920/15 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

1920/16 DSE

- a) To note the annual DSE checks have been completed

It was noted that the annual DSE checks had been completed with no issues arising. The clerk advised that when the council moves to its new office, new, more robust office chairs will be needed, along with wrist supports, etc.

1920/17 Warden recruitment

a) To consider any updates to the job description and person specification

Small amendments were suggested to the job description/person specification. Subject to the amendments, **resolved** to approve the job description and person specification.

To consider placing the advert with the Bradford Council online 'Job Shop' for the cost of £80

Resolved to place the advert for the post with the Bradford Council online job shop for the cost of £80. The advert is also to be placed on the Town Council website, social media etc.

- b) To consider which members of the Staffing Committee along with the Town Clerk, will be part of the recruitment process. Resolved** that Councillors Simpson, Winnard and Goode be on the interviewing panel, along with the Town Clerk.
- c) To confirm the dates for the job advertisement, closing date and interview dates. Resolved** that the advert be placed by 1st November, the closing date will be 25th November, shortlisting will be 28th November and the interview will be held on 2nd December.
- d) To note the previously agreed risk assessment.** The previously agreed risk assessment was noted.
- e) To consider risk assessments for any activities that the Warden may be required to undertake. Resolved** that Councillor Simpson will make a start on identifying risk assessments for the post.
- f) To consider a list of items that may be required for the Warden post. Resolved** to recommend to the full council expenditure of up to £3,000 for warden equipment/uniform.
- g) To consider arrangements for the management of the Warden. Resolved** that Councillors Owen and Simpson will prepare a document for the management and tasking of the Warden. This will be a dynamic document i.e. it will be updated regularly.

1920/18 To consider arrangements for staff week-end working

It was noted that both staff positions had been advertised on the premise of occasional week-end working.

Resolved that staff undertake occasional week end working, with plenty of notice and by consent.

1920/19 To consider the recruitment and appointment of a Responsible Financial Officer

A recorded vote was requested.

Resolved that an item be included in the Town Council budget for 2020-2021 for a Responsible Financial Officer post.

Councillors Brazendale, Malik, Owen and Simpson were in favour. Councillor Winnard was against.

1920/20 To consider arrangements for scoping out a Community Engagement/Events Manager on a contract basis

There was discussion about this item. **Resolved** that Councillor Owen will do some initial work on the role.

1920/21 To resolve that members of the press and public be excluded from item 1920/22/23/24 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, staff review and staff salary information)

Resolved that members of the press and public be excluded from the meeting, due to the confidential nature of councillor access needs, staff review and staff salary information.

Councillor Goode left the meeting.

1922/22 Councillor access needs

a) To consider the update on the access needs of a town councillor

The update on the councillor with access needs had been circulated with the meeting papers. The councillor had attended the William Merritt Centre for an IT assessment and a mobility assessment. The report for the former had been sent by the William Merritt Centre to the Clerk. The mobility report was not available for the meeting.

It was noted that the IT report from the William Merritt Centre is inconclusive. It was suggested that the councillor with access needs approach the Citizens Advice Bureau to obtain some support in accessing the services of Access to Work.

1922/23 Town Clerk annual review

The Town Clerk left the room.

- a) **To note that the annual review of the Town Clerk had taken place.** It was noted that the annual review of the work of the Town Clerk had been undertaken by the Chair of the Council and the Chair of the Staffing committee.
- b) **To consider awarding the Town Clerk an increment for satisfactory performance and achieving her objectives Resolved** to award the Town Clerk an increment for satisfactory performance and achieving her objectives. This will be backdated to the anniversary of her appointment i.e. 10th October.

1922/24 To consider the annual salary review

Resolved to approve the annual salary review. The Chair of the committee and the Clerk both signed the review.

1920/25 Next Meeting of the Staffing Committee

To set the date for the next Staffing Committee meeting.

The date for the next meeting will be set once there is more information about the councillor with access needs.