

# BINGLEY TOWN COUNCIL



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

## MINUTES OF THE STAFFING COMMITTEE MEETING HELD AT COTTINGLEY COMMUNITY CENTRE ON WEDNESDAY 15TH JANUARY 2020

Start: 6:00PM

Finish: 7:45PM

<b>Councillors present:</b>	Brazendale, Holmes, Malik, Owen, Simpson and Winnard.
<b>Councillors in attendance not a member of this committee:</b>	None
<b>In attendance:</b>	Ruth Batterley, Town Clerk
<b>Members of the public:</b>	None

### 1920/26 Apologies for absence

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

None.

### 1920/27 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 1922/36.

### 1920/28 Minutes

To approve the minutes of the meeting held on Monday 23rd October 2019

**Resolved** to approve the minutes of the meeting held on 23rd October 2019.

### 1920/29 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 Chairman.

None

### 1920/30 RFO

- a) To consider suspending Standing Order 7- previous resolutions
- b) Depending on the resolution of the committee to re-open discussions into the recommendation to the full council to appoint a Responsible Financial Office (RFO)
- c) To consider whether further changes should be made to the RFO job description and person specification

- d) **To consider the recommendation of the internal auditor to undertake or make enquiries about commissioning a wider staffing review before reaching a decision on any new posts and what any review would cover and be expected to deliver**
- a) **Resolved** to suspend Standing Order 7- previous resolutions.
- b) There were discussions about the RFO post.
- c) It was resolved that the need for a driving license be removed from the person specification for this proposed new member of staff.
- d) It was **resolved** that the RFO job description should be amended to a finance officer who would also have responsibility for some additional administration tasks. The post is to be considered on a one year, part time basis for 7-10 hours per week, with the possibility of the post's hours being annualised.

#### **1920/31 Staff handbook**

- a) **To note that the Staff handbooks are now prepared**
- b) **To note the list of policies in the Staff handbook. To consider any additional policies required**
- a) The clerk noted that a copy of the handbook is now prepared.
- b) **Resolved** that Dignity at Work and Staff Expenses policies be developed.

#### **1920/32 Policies**

- a) **To consider the revised Disciplinary policy for Bingley Town Council**
- b) **To consider the revised Grievance policy for Bingley Town Council**

**Resolved** to recommend the Disciplinary and Grievance policies to the full council for approval.

#### **1920/33 Warden**

- a) **To consider the appointment of the Bingley Town Council Environmental Warden**
  - b) **To consider initial risk assessments for the post**
  - c) **To consider the induction for the Warden**
  - d) **To consider initial tasks for the Warden**
- a) **Resolved** to appoint Lee Matthews as Environmental Warden.
  - b) Risk assessments are being developed.
  - c) **Resolved** to approve the induction for the Warden.
  - d) **Resolved** that the initial list of tasks be approved for the Warden

**1920/34 To resolve that members of the press and public be excluded from items 1920/35/36 Under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Consideration of staff contract and consideration of councillor access needs)**

**Resolved** to exclude the press and public during consideration of a staff contract and councillor access needs.

#### **1922/35 Environmental Warden**

- a) **To consider the contract for the Environmental Warden**

**Resolved** to approve the contract for the Environmental Warden. His working pattern is to be regularly reviewed to establish that it meets the needs of the Town Council.

#### **1920/36 Councillor with access needs**

**a) To consider an update about a councillor with access needs**

There was an update about the councillor with access needs. The councillor had attended an appointment with the Citizens Advice Bureau about help in dealing with Access to Work. Access to Work is not available to the councillor as he's self-employed. Councillor Holmes left the meeting at 7:20pm.

**1920/37 Next Meeting of the Staffing Committee**

To set the date for the next Staffing Committee meeting.

**Resolved** to set the date for the next Staffing committee meeting as Wednesday 11<sup>th</sup> March at 5:15pm.