

BINGLEY TOWN COUNCIL



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

MINUTES OF THE REMOTE STAFFING COMMITTEE MEETING HELD ON THURSDAY 28TH MAY 2020

Start: 2:00PM

Finish: 2:50PM

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

2021/01 Apologies for absence

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

Councillors Holmes and Malik were not present.

2021/02 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.

None. No requests for dispensation had been received.

2021/03 Minutes

To approve the minutes of the meeting held on 11th March 2020

Resolved to approve the minutes of the meeting held on 11th March 2020.

2021/04 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 Chairman.

None

2021/05 Covid working

- a) To review arrangements for staff working during the Lockdown period and agree any amendments or additional support

Home working is working well for staff.

- b) To consider arrangements for workers who cannot work from home

The YLCA advice note about workers who cannot work from home had been circulated to the committee. The Clerk advised that she had spoken recently with the Warden who was keen to resume normal duties and hours. She will have another conversation with him about whether he's willing and

able to carry out some of his duties that cannot be done from home- checking the floral displays, clearing snickets, litter picking, helping distribute the plants from CBMDC and putting posters up in litter and dog fouling hot spots. Brian Dobson at CBMDC is to be contacted to see if he has a suitable risk assessment for Covid outdoor working and the Clerk will use this to work with the Warden on risk assessing his outdoor activities. The Ward Officer is to be contacted for gloves and masks; the town council has sufficient hand sanitiser.

2021/06 Policies

To consider:

- a) **The Dignity at Work policy for Bingley Town Council.** A small paragraph is to be included about victimisation. Subject to the amendment **resolved** to recommend the Dignity at Work policy to the full council for its approval.
- b) **The Staff Expenses policy for Bingley Town Council. Resolved** to recommend the Staff Expenses policy to the full council for its approval.

2021/07 Administration Officer and Assistant

- a) **To consider varying the Administrative Officer's contract.** There was discussion about removing some items of financial work from the Clerk's job description, the Administrative Officer undertaking this financial work and in turn items removed from her job description to be in the job description of a newly created Administrative Assistant post.
- b) **To consider the job description and person specification for the Administrative Assistant.** The Clerk had circulated a draft job description and person specification for the Administrative Assistant post. The Clerk will cost the job out for the next Staffing meeting taking into account the hours that had been suggested previously for the post.

2021/08 Employment law change (Attached)

- a) **To receive the NALC Employment Law changes document**

The document was noted.

2021/09 To resolve that members of the press and public be excluded from items 2021/10 Under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Consideration of confidential staffing matter)

Resolved to exclude the press and public for reasons of consideration of a confidential staffing matter.

1920/10 Confidential Staffing Matter

- a) **To consider a confidential staffing matter**

The confidential report had been circulated with the meeting agenda information. There was no discussion of the report or staffing matter.

Resolved to establish a Grievance panel of Councillors Brazendale, Holmes and Simpson.

2021/11 Next meeting of Staffing committee

The next meeting will be arranged at a later date.