

BINGLEY TOWN COUNCIL



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

MINUTES OF THE REMOTE MEETING OF THE STAFFING COMMITTEE HELD ON THURSDAY 3RD SEPTEMBER AT 2:00PM

Start: 2:00 PM

Finish: 3:51 PM

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

2021/12 Apologies for absence

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

2021/13 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.

None.

2021/14 Minutes

To approve the minutes of the meeting held on 28th May 2020

Resolved that the minutes of the meeting held on Thursday 28th May be approved as a correct record.

2021/15 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 Chairman.

No member of the public wished to speak.

2021/16 Covid- return to work

- a) To consider the document provided by Came and Co, the Town Council insurance brokers. The document was noted.
- b) To consider the Covid risk assessment for return to office working. **Resolved** to approve the Covid risk assessment for returning to work. It was noted that there's no need to be open for members of the public to attend the office part of the Hub. A conversation is to be held with staff about returning to work.

2021/17 Pension Regulator letter

- a) **To consider the Pension Regulator letter regarding auto enrolment. Resolved** that Councillor Winnard will complete the link contained in the letter and the Clerk will contact Bradford Community Payroll to see if there are any further requirements.

2021/18 Recruitment and Selection policy

- a) **To consider a draft recruitment and selection policy.** A draft policy had been circulated to the committee members ahead of the meeting. **Resolved** to recommend the policy to the full council for its approval.

2021/19 Payslips

- a) **To consider recommending to the Finance and General Purposes committee an additional internal control regarding pay slips. Resolved** to recommend to the Finance and General Purposes Committee that the Chairs of the Council and Staffing committee sign staff pay slips each month as an internal control.

Councillor Goode left the meeting at 14:33.

2021/20 To resolve that members of the press and public be excluded from items 2021/21, 22 and 23 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 matters and staffing review report containing commercially sensitive consultant costings)

Resolved to exclude the press and public from items 2021/21, 22 and 23 for reasons of staff confidentiality and commercial consultant pricing information for staff review.

2021/21 Staffing review

- a) **To consider a report on a staffing review for the town council**

Resolved to recommend to the full council that the Local Council Consultancy be appointed to undertake a staffing review for the town council.

2021/22 Confidential staffing matter

- a) **To consider a confidential matter regarding a former member of staff**

Resolved to ratify the decision that the payroll provider be requested to refund monies paid in error by them.

2021/23 Request from member of staff

- a) **To consider a request from a member of staff**

Resolved to agree in principle a request for flexible working, subject to the applicant following the requirements of the ACAS Code of Guidance on Flexible Working. The hours are to be reduced from 24 to 12 per week and there will be a review at three-month intervals, with an initial period of six months to the mutual satisfaction of both parties. The applicant's contract is to be re-issued, amended to 12 hours and listing the proposed amended tasks.

2021/24 Employment documents for new staff member

- a) **To consider employment documents for a new staff member**

Resolved to approve the job description, person specification and job advert for an Administrative Officer, temporary for six months in the first instance.

2021/25 Recruitment of extra staff member

- a) **To consider the recruitment of an additional staff member. Resolved** to recruit an Administrative Assistant for 15 hours per week scp 10 £11.08 per hour for six months in the first instance.

b) To consider placing job adverts with YLCA for £15 and Bradford Council for £80. Resolved to place an advert for the job with YLCA for £15 and Bradford Council for £80.

2021/26 To set the date for the next Staffing committee meeting. Resolved to set the next meeting of the Staffing Committee as Thursday 8th October at 6:00pm.