

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

MINUTES OF THE REMOTE MEETING OF THE STAFFING COMMITTEE HELD ON MONDAY 2ND NOVEMBER 2020

Start: 3:30PM
Finish: 4:45PM

Councillors present:	Clough, Malik, 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

2021/27 Apologies for absence

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

Resolved to approve the reasons for absence for Councillor Brazendale.

2021/28 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.

2021/29 Minutes of previous meeting

To confirm as a correct record the minutes of the meeting held on Thursday 3rd September 2020.

Resolved to confirm as a correct record the minutes of the meeting held on 3rd September.

2021/30 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.

There were no members of the public present.

2021/31 Standing Orders

- a) **To receive the town council adopted Standing Orders as they relate to the Staffing committee**

The Standing Orders as they relate to the work of the Staffing committee had been circulated with the agenda papers. The Chair of the committee stressed the need for confidentiality about staff matters.

2021/32 Annual review Town Clerk

- a) **To resolve that the Chairs of the Council and Staffing committee undertake the annual review of the Town Clerk's work**

Resolved that the review be undertaken.

2021/33 Pension letter

- a) **To consider the letter from Bradford Community Payroll about the staff pension**

The letter was noted.

2021/34 Staffing review

To consider an update on the review

Some councillors and both members of staff had spoken with the consultant. The clerk will send an e-mail to the council encouraging all councillors to make contact with the consultant for their input.

2021/35 To resolve that members of the press and public be excluded from items 2021/36, 37 and 38 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.

Resolved that members of the press and public be excluded from items 2021/36,37 and 38 owing to consideration of confidential staffing matters and salary information.

2021/36 Appointment of temporary Administrative Officer

- a) **To appoint the temporary Administrative Officer for a six-month period, scale point 10 £11.08 p/h. Resolved** to appoint Ruth Thompson as the temporary Administrative Officer.
- b) **To consider the start date for the post. Resolved** that the start date for the post be 16th November 2020.
- c) **To consider the contract for the temporary Administrative Officer. Resolved** to approve the contract.
- d) **To consider the induction programme.** The induction programme was discussed. Issues around an induction during Covid lockdown were discussed. **Resolved** that the induction programme be approved.

2021/37 Request for flexible working

- a) **To receive a request for flexible working**

Resolved to approve the member of staff's request for flexible working.

2021/38 Staff request to take up additional employment

- a) **To consider a request from a member of staff to take up additional employment**

Resolved to approve the staff member's request to take up additional employment.

2021/39 Job Description

- a) **To consider the revised job description for the Administrative Officer**

Resolved to approve the job description for the twelve-hour Administrative Officer post.

2021/40 Salary budget review

- a) **To review the salaries budget**

Resolved to approve the salaries review.

2021/41 Date of the next meeting

To set the date for the next meeting of the committee

Resolved that the next meeting be held on Monday 7th December at 3:30pm.