

BINGLEY TOWN COUNCIL



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

MINUTES OF THE REMOTE MEETING OF THE STAFFING COMMITTEE HELD ON MONDAY 7th DECEMBER 2020

Start: 2:30PM

Finish: 3:33PM

Councillors present:	Clough (part of meeting) Brazendale, Owen, Simpson and Winnard
Councillors in attendance not a member of this committee:	Councillor Taylor
In attendance:	Ruth Batterley, Town Clerk
Members of the public:	None

2021/42 Apologies for absence

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

Councillor Malik was not present.

2021/43 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.

2021/44 Minutes of previous meeting

To confirm as a correct record the minutes of the meeting held on Monday 2nd November 2020.

Resolved to confirm as a correct record the minutes of the meeting held on 2nd November 2020.

2021/45 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.

2021/46 New Administrative Officer arrangements

- a) To receive an update on the new arrangements for the Administrative Officers

It was noted that a good start had been made by the temporary Administrative Officer. It will be important that she's trained as soon as possible to alleviate some of the pressure faced by the existing staff. The review of the permanent Administrative Officer's changed hours needs to be undertaken within three months of her starting the hours i.e. 4th January 2021.

2021/47 Staffing Review

a) To consider proposals to be made to the full council about the Staffing Review

There was full discussion about this item. Councillor Clough joined the meeting at 14:49.

Resolved to recommend to the full council to:

1. Recruit a full time Deputy Clerk on LC2 substantive range if the successful candidate is Cilca qualified or LC2 below substantive range if the successful candidate is not Cilca qualified.
2. To postpone the consideration of the Warden post until at least 2021-2022.
3. To increase the Clerk's salary to LC3 from 01/04/2021.
4. The Administrative Officer roles are to be kept under review.
5. To ask the consultant to provide recommendations on committee structures and efficiencies.

2021/48 To resolve that members of the press and public be excluded from items 2021/49 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.

Resolved to exclude the press and public due to consideration of confidential information about a member of staff.

Councillor Taylor and the Clerk left the meeting.

2021/49 Town Clerk review

To consider the outcome of the review of the Town Clerk's annual review

The clerk was not present for the discussion.

Resolved that the Clerk's performance had been satisfactory, she had met her targets and it she is to be awarded an increment backdated to the anniversary of the start date of her employment.

2021/50 Date of the next meeting

To set the date for the next meeting of the committee. The date will be set later.