

# BINGLEY TOWN COUNCIL



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

## MINUTES OF THE REMOTE MEETING OF THE STAFFING COMMITTEE HELD ON FRIDAY 22<sup>ND</sup> JANUARY 2021

Start: 2:00PM  
Finish: 4:10PM

<b>Councillors present:</b>	Clough, Owen, Williams 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

### 2021/51 Apologies for absence

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

Councillors Brazendale and Malik were not present.

### 2021/52 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.

### 2021/53 Minutes of previous meeting

To confirm as a correct record the minutes of the meeting held on Monday 7th December 2020.

**Resolved** to confirm as a correct record the minutes of the meeting held on 7th December 2020.

### 2021/54 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.

### 2021/55 Good Employer Guide, line manager clerk and additional member of committee

- a) **To receive and consider The Good Employer Guide.** The Good Employer Guide had been circulated with the meeting papers. It was noted that the council is undertaking most of the recommended actions outlined in the guide. The clerk was asked to check that the town council has adopted all of the employment policies listed in the guide.
- b) **To consider arrangements for the clerk line manager.** It was noted that the line manager is a point of contact, rather than a line manager in the traditional sense. **Resolved** that Councillor

Owen should be the line manager/point of contact for the clerk until the new committee is elected in May.

- c) **To consider arrangements for a replacement councillor on the committee.** This item was withdrawn as there are no vacancies on the committee.

#### **2021/56 Staff training record**

- a) **To consider the staff training record**

**Resolved** that the staff training record be approved and is to be completed by all staff going forwards. The training record will be reviewed periodically by the committee.

#### **2021/57 Annual leave and Covid**

- a) **To consider government guidance on annual leave**

**Resolved** that in addition to the five days pro rata that staff may carry over each leave year, that for this leave year only, staff are permitted to carry forward into the leave year 2021-2022 any unused leave over and above the statutory 20 days, pro rata.

#### **2021/58 To resolve that members of the press and public be excluded from items 2021/59 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.**

**Resolved** that the press and public be excluded due to consideration of confidential staffing and recruitment matters.

#### **2021/59 Deputy Clerk**

- a) **To consider recruitment documents for the Deputy Clerk. Resolved** to approve with amendments the job advert, job description and person specification for the Deputy Clerk.
- b) **To consider the recruitment process. Resolved** that the post be advertised at the beginning of March with three weeks for applicants to submit their applications and that a written task be set of a writing a set of minutes from the February Finance and General Purposes Committee meeting. The interview date will be set once the current lockdown restrictions have been lifted, enabling the interviews to be held in person.

#### **2021/60 Interview panel and advertising of job vacancy**

- a) **To set up an interview panel for the recruitment of the Deputy Clerk. Resolved** that Councillors Clough, Owen and Williams undertake the shortlisting for the post and that Councillors Owen, Winnard and the Clerk be on the interview panel.
- b) **To consider allocating up to £432 to advertise the role. Resolved** that the post be advertised on the town council website and social media, with YLCA for £15 and Bradford Council for £80.

#### **2021/61 Additional hours temporary Administrative Officer**

- a) **To consider recommending to the full council that the temporary Administrative Officer be given additional hours. Resolved** that the committee recommends to the full council that the temporary Administrative Officer's hours be increased to 20 per week and that an extra 20 hours additional hours be approved, the timing of their taking to be delegated to the Clerk in consultation with the temporary Administrative Officer.

#### **2021/62 Date of the next meeting**

**To set the date for the next meeting of the committee**

**Resolved** that the date of the next Staffing meeting be set as Friday 12<sup>th</sup> March at 2:00pm.