

# BINGLEY TOWN COUNCIL



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

## Minutes of the Staffing Committee meeting of Bingley Town Council held on Tuesday 1<sup>st</sup> March 2022 at 1.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

Councillors present: Truelove, Williams, Winnard

Non-member Councillors present: Goode

In attendance: Eve Haskins (Town Clerk), Nicola Mansfield-Smith (Deputy Clerk)

Members of the public: None.

### Meeting commenced at 1.32pm.

#### **2122/15 Apologies for absence**

Apologies received, and the reasons for absence approved, from Councillor Clough.

#### **2122/16 Disclosures of interest**

None received.

No written requests for dispensation had been received.

#### **2122/17 Minutes of previous meeting**

**Resolved** to confirm as a correct record the minutes of the extraordinary meeting of the Staffing Committee held on 4<sup>th</sup> November 2021.

#### **2122/18 Confidential items due to be discussed after item 2122/23**

**Resolved** to agree that agenda item 2122/20 to be discussed in confidence after item 2122/23, following exclusion of the press and public, due to its sensitive nature.

#### **2122/19 Public participation**

Councillor Goode commented upon the recent phone calls to the Internal Auditor, and emphasised the need for councillors to treat all members of staff with respect.

### Councillor Goode left the meeting at 1.43pm.

#### **2122/21 CiLCA training**

**Resolved** to agree the following for arrangements for members of staff to undertake the CiLCA qualification:

- To cover the cost of the CiLCA and SLCC membership for the Deputy Clerk, plus two hours' study time per week (to be worked in addition to usual hours or as part of usual hours, at the staff member's discretion); staff member to study an extra two hours per week in their own time.
- To agree in principle to contribute to the cost of the CiLCA for the Admin Officer, subject to the Admin Officer exploring whether their other employer would be willing to contribute to the costs also.

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Chair.....

Date.....

- Staff members who undertake the CiLCA to pay the cost of the course back to the Council if they leave their employment with the Council within 12 months of achieving the qualification (to be included in the contracts).

**2122/22 Staff annual leave**

- a) **Resolved** to review the Leave Policy to include the following amendments: “Employees are entitled, in addition to the normal bank and public holidays, to twenty four working days’ leave (pro rata for part time staff), in addition to the normal bank holidays; after five years’ continuous service this leave entitlement will increase to 27 days”, subject to verification of the statutory leave days; Councillor Winnard and Town Clerk to liaise to organise for the contracts and Leave Policy to be amended accordingly.
- b) **Resolved** to note the following number of days’ annual leave each staff member will carry over into the next financial year: Admin Officer – 5 days (pro-rata); Deputy Clerk – 3.5 days; Town Clerk – 0 days.

**2122/23 Exclusion of press and public**

**Resolved** to exclude members of the press and public from items 2122/220 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.

**2122/20 Recruitment of staff member**

**Resolved** to agree the following regarding the need for an extra staff member:

- Another part-time Admin Officer to be recruited, for 16 hours per week on LC1.
- Town Clerk and Deputy Clerk to compile a job description and person specification for review by the Staffing Committee prior to the post being advertised.

**2122/24 Date of next meeting**

The date of the next meeting to be arranged when necessary.

**The meeting closed at 2.30pm.**