

# BINGLEY TOWN COUNCIL



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

## Minutes of the Staffing Committee meeting of Bingley Town Council held on Thursday 12<sup>th</sup> May 2022 at 12.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

Councillors present: Clough, Truelove, Williams, Winnard

Non-member Councillors present: None

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

Members of the public: None

### Meeting commenced at 12.30pm.

#### **2122/25 Apologies for absence**

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

#### **2122/26 Disclosures of interest**

None received.

No written requests for dispensation had been received.

#### **2122/27 Minutes of previous meeting**

**Resolved** to confirm as a correct record the minutes of the Staffing Committee held on 1<sup>st</sup> March 2022.

#### **2122/28 Confidential items due to be discussed after item 2122/30**

**Resolved** to agree that agenda item 2122/31 to be discussed in confidence after item 2122/30, following exclusion of the press and public, due to its sensitive nature.

#### **2122/29 Public participation**

None.

#### **2122/30 Exclusion of the press and public**

**Resolved** to exclude the press and public from agenda item 2122/31 under the provisions of the Public Bodies (Admissions to Meetings Act 1960 s1 (2)) during consideration of an item of a confidential nature.

#### **2122/31 Recruitment of staff member**

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

- Job description approved with following changes: to add contributing to the redesign of the new website and publicising Town Council events.
- Person specification approved with the following changes: remove repetition regarding dealing with members of the public; amalgamate two similar skills; amend website update ability to essential; and amend the Equal Opportunities section to include a knowledge of 'diversity issues'.
- Hours approved as up to 20 per week.

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Chair.....

Date.....

- Wage approved as being paid in accordance with the Local Government LJC LC1 (approximately £20,000 per year, pro rata).
- Managerial responsibility of the Town Clerk to the Admin Assistant approved.
- Approved the application deadline date as noon on Friday 10<sup>th</sup> June 2022, with an interview date of Thursday 16<sup>th</sup> June 2022.
- Approved the shortlisting date of Friday 10<sup>th</sup> June 2022, with the shortlisting panel consisting of Councillors Clough and Williams and the Town Clerk and Deputy Clerk.
- Approved the interview panel as Councillor Williams and the Town Clerk and Deputy Clerk.
- Town Clerk to organise for the job advert to be publicised on Bradford Council's website, Indeed, and via the Town Council's website, social media accounts and noticeboards.

**2122/32          Date of next meeting**

The date of the next meeting to be Thursday 16<sup>th</sup> June 2022 at 6.30pm.

**The meeting closed at 1.30pm.**