

BINGLEY TOWN COUNCIL



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

Minutes of the Staffing Committee meeting of Bingley Town Council held on Thursday 12th 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 1st 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 10th June 2022, with an interview date of Thursday 16th June 2022.
- Approved the shortlisting date of Friday 10th 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 16th June 2022 at 6.30pm.

The meeting closed at 1.30pm.

Actions:

- **Agenda item 2122/31: Town Clerk to amend the job description and person specification, and to compile a job advert to be publicised accordingly.**