

# BINGLEY TOWN COUNCIL



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

## Minutes of the Staffing Committee meeting of Bingley Town Council held on Monday 10<sup>th</sup> July 2023 at 2.30pm at the Hub, Myrtle Place, Bingley, BD16 2LF

Councillors present: Clough, Gibbons, Malik, Truelove, Winnard

Non-member Councillors present: None

In attendance: Eve Haskins (Town Clerk)

Members of the public: None

**Meeting commenced at 2.30pm.**

### **2324/01 Election of Chair and Vice Chair**

**Resolved** to elect Councillor Winnard as Chair of the Staffing Committee for the municipal year 2023-24.

**Resolved** to elect as Councillor Clough as Vice-Chair of the Staffing Committee for the municipal year 2023-24.

### **2324/02 Apologies for absence**

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

### **2324/03 Disclosures of interest**

None received.

No written requests for dispensation had been received.

### **2324/04 Minutes of previous meeting**

**Resolved** to approve as a true record the minutes of the extraordinary meeting held on 8<sup>th</sup> November 2022.

### **2324/05 Confidential items due to be discussed after item 2324/08**

**Resolved** to agree that no further agenda item to be discussed in confidence after item 2324/08, following exclusion of the press and public, due to its sensitive nature.

### **2324/06 Public participation**

None.

### **2324/07 Lone Working Policy**

**Resolved** to adopt the Lone Working Policy in its current form; and to agree that the Town Clerk to verify with YLCA whether reference to home working circumstances should be included also, for further review at a future meeting if necessary.

**2324/08 Exclusion of the press and public**

**Resolved** to agree that members of the public be excluded from agenda items 2324/09 and 2324/10 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of items of a confidential nature.

**2324/09 Increased staff hours**

**Resolved** to agree that the Admin Assistant's hours be increased from 20 to 25 per week, primarily to lead on the allotments, and that this to be reviewed in six months' time.

**2324/10 Review of office hours**

**Resolved** to agree that the office opening hours of the Hub are to remain as Mondays and Wednesdays, 10am to 12pm.

**2324/11 Date of next meeting**

The date of the next meeting agreed as Monday 4<sup>th</sup> September 2023 at 2.30pm.

**The meeting closed at 3.10pm.**

**Actions:**

- **Agenda item 2324/01: Town Clerk to arrange for the website to be amended accordingly with the names of the Chair/Vice Chair of the Staffing Committee.**
- **Agenda item 2324/07: Town Clerk to arrange for the Lone Working Policy to be placed on the website, and to verify with YLCA whether reference to home working circumstances should be included also, for further review at a future meeting if necessary.**
- **Agenda item 2324/09: Town Clerk to contact Payroll to advise them of the changes to staff hours.**