

**BINGLEY TOWN COUNCIL
MINUTES OF THE MEETING OF STAFFING COMMITTEE
HELD AT COTTINGLEY CORNERSTONE CENTRE ON
WEDNESDAY 20th SEPTEMBER 2017 AT 6:30PM**

Councillors present.	Councillors: Dawson, Simpson J Wheatley and Winnard
Councillors in attendance not member of this committee.	None
In attendance.	Ruth Batterley, Town Clerk
Members of the public.	None

Start: 7:00pm

Finish: 7:45pm

1718/12 Apologies for absence

To approve the reasons for Members' absence (if applicable).

Resolved to approve the apologies of Councillor Dearden (personal) and Councillor Chapman(personal). Proposed Councillor Simpson, seconded Councillor J Wheatley and agreed. All were in favour.

1718/13 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 no declaration of interest and no written requests for dispensation had been received.

1718/14 To confirm as a correct record the minutes of the meeting held on 21st June 2017

Resolved to confirm the minutes of the meeting held on 21st June 2017. Proposed Councillor Winnard, seconded Councillor Simpson. All were in favour, bar one abstention from the vote.

1718/15 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.

1718/16 Pensions

- a) **To receive an update on staff pensions**
- b) **To consider next steps**

Councillor Winnard updated the committee on staff pensions and auto enrolment. The Town Council Auto Enrolment date is 1st November 2017. Bradford Community Payroll is dealing with auto enrolment on the Town Council's behalf. The clerk will be automatically auto enrolled and the Administrative Officer who does not qualify for automatic auto enrolment, but whose job description and job advert both included details of

being offered a workplace pension, will be given the opportunity of opting into the Nest scheme, the Town Council's chosen pension provider.

It was noted that the clerk who will be automatically enrolled, will be given the option to opt out and in three years all staff qualifying for the scheme will automatically be opted in again.

Letters need to be sent to staff six weeks ahead of the auto enrolment date and Councillor Winnard is drafting these letters.

Councillor Winnard raised the issue of staff being offered back dating to the start date of their permanent employment. There is the facility in the Nest scheme to back date. There was a discussion about an extra payment for staff if they choose to opt out of the scheme and the clerk is obtaining advice from YLCA about this. The committee felt that an extra payment should not be offered for staff who choose to opt out of the scheme. The point was raised that this is an unusual circumstance as any member of staff going forward will be able to opt into the Town Council pension scheme. The issue is that the Town Council was still considering an appropriate pension scheme when both staff members were appointed.

1718/17 Administrative Officer

a) To consider increasing the hours of the Administrative Officer

b) To consider any recommendation to be made to the full council

a) The confidential document detailing costs for an increase in the Administrative Officer's hours from 18 per week to 24 w.e.f. 1st October until the end of the current financial year, together with the Administrative Officer's salary had been circulated with the meeting papers. It was noted that the work of the Town Council continues to increase. The clerk noted that the Administrative Officer was recruited on the basis of clerking one committee meeting (Planning) but she is additionally clerking the Events, Marketing and Communications sub committee. The Administrative Officer will be clerking the Neighbourhood Planning Working Group once it is established. This is a significant additional responsibility.

It was noted that the increase in hours would be permanent and costs can be covered in this year's budget but will need to be included in next year's budget.

There was discussion about the Administrative Officer's job description which needs to be altered to reflect the new responsibilities; Councillor Wheatley will look at the job description and the clerk will make enquiries about amending the Administrative Officer's contract.

b) Resolved to recommend to the full council that the Administrative Officer's hours be increased from 18-24. Proposed Councillor Simpson, seconded Councillor J Wheatley and agreed. All were in favour.

1718/18 Staff development review process and salary review

a) To consider a staff development review process for Town Council staff

b) To consider next steps

c) To consider the process for an annual review of staff salaries

d) To consider next steps

a) The clerk had circulated the Society of Local Council Clerks (SLCC) templates for staff development reviews/ appraisals. There was discussion about the best way to proceed for the review of the clerk and it was agreed that rather than the Staffing committee carrying out the annual review, that this would be done best by one or two Town Councillors, the Chair of Staffing with support from the Chair of the council as the clerk's line manager. The review of the Administrative Officer will be undertaken by the clerk. The committee agreed that this process should be reviewed each year to agree who is to carry out the clerk's review and also whether an additional person will be needed to

assist with the development review of the Administrative Officer.

The committee decided that development review two from the SLCC should be used as the basis for staff reviews.

- b) **Resolved** to agree the above. Proposed Councillor Dawson, seconded Councillor Simpson and agreed. All were in favour.
- c) There was discussion about the annual review of staff salaries. It was noted that this review is contained in both contracts. Various options were outlined; whether the review is to be based on service, performance etc. There was discussion about pay bands.
- d) **Resolved** The clerk will circulate the NJC pay scales and copies of job adverts for the clerk and Administrative Officer. Councillor Winnard will draft a pay policy for circulation to the committee. A mid-year review will be carried out for both members of staff and clarification of the committee's terms of reference with regard to pay is required. Proposed Councillor J Wheatley, seconded Councillor Simpson and agreed. All were in favour.

1718/19 Policies

- a) **To consider the Lone Working policy for Bingley Town Council**
- b) **To consider any recommendation to be made to the full council**

The Lone Working policy had been circulated. The clerk was asked to make some amendments about practicalities to the draft. The policy will be brought back to a future meeting.

1718/20 Updates

- a) **To receive an update on the Display Screen Equipment assessment**
 - b) **To receive copies of the Cottingley Cornerstone Health and Safety policy**
- a) The clerk noted that Display Screen Assessments had been completed by both members of staff and no issues identified. The assessment is to be completed each year or when there is a change for individual staff members that requires another assessment. Copies of the assessments are kept in staff files which are stored in the blue filing cabinet.
 - b) The clerk gave the paper copy of the Cottingley Cornerstone Health and Safety policy to Councillor Wheatley to look at.

1718/21 Home working

- a) **To consider options for home working for Town Council staff**

There was discussion about the opportunity for staff to work from home.

Resolved that there will be the option for staff to work from home on occasion and that the clerk will have the option to work from home on a Friday. Proposed Councillor J Wheatley, seconded Councillor Dawson and agreed.

1718/22 Next Meeting of the Staffing Committee

To set the date for the next Staffing committee meeting

The date for the next Staffing committee meeting was set as Monday 23rd October at 6:30pm in the Town Council office.