

BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

MINUTES OF THE MEETING OF STAFFING COMMITTEE

HELD AT THE TOWN COUNCIL OFFICE, COTTINGLEY COMMUNITY CENTRE, COTTINGLEY, BINGLEY, BD16 1AL WEDNESDAY 13th FEBRUARY 2019 AT 16:45PM

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| Councillors present. | Councillors: Dearden, Owen, 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: 16:45pm

Finish: 18:20pm

1819/34 Apologies for absence

1. To note apologies for absence
2. To receive and consider apologies for absence
3. To approve reasons for absence

There were no apologies for absence and no requests for dispensation had been received.

1819/35 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 none.

1819/36 To confirm as a correct record the minutes of the meeting held on 21st November 2018

Resolved to confirm the minutes of the meeting held on 21st November 2018.

Councillor Dearden arrived at 16:50pm.

1819/37 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.

1819/38 Policies

a) **To consider the training policy for Bingley Town Council**

Resolved to recommend the Training policy with slight amendments to the full council for its adoption.

b) **To consider next steps**

c) **To Lone Working policy for Bingley Town Council**

d) **Resolved** to recommend the Lone Working policy with slight amendments to the full council for its adoption. Part of this policy is to purchase alarms and torches for staff.

e) **To consider next steps**

1819/39 Pensions

a) **To receive information from the NEST pension scheme about contributions**

b) **To consider the letter to inform staff about increased pension contributions**

a) Information had been circulated to the committee about the percentage increase to the Town Council and to staff.

b) **Resolved** to approve the letter to staff detailing the increase in pension contributions.

1819/40 Environmental Warden

a) **To consider the risk assessment for the Environmental Warden**

a) The risk assessment had been circulated to the committee. **Resolved** to approve the risk assessment.

1819/41 To resolve that members of the press and public be excluded from item 1819/42 & 43 Under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature. (Employment documents for Environmental Warden and current staff salary information)

a) **Resolved** to exclude members of the press and public owing to consideration of items of a confidential nature, employment documents and current staff salary information.

1819/42 Environmental Warden

a) **To consider employment documents for the Environmental Warden**

b) **To consider next steps**

a) The job description and person specification had been circulated with the meeting papers. Comments were made and subject to clarification about arrangements for annualised hours and demonstrating literacy and numeracy skills it was **resolved** to recommend the documents to the full council for its approval.

1819/43 NALC revised pay scale

a) **To receive the revised pay scale**

b) **To consider the letter to inform staff about the revised pay scale**

a) The revised pay scale was received.

b) **Resolved** to recommend the staff letters explaining the revised pay scale.

1819/44 Next Meeting of the Staffing Committee

The date of the next Staffing meeting was set as being Thursday 21st March at 4:00pm in the Town Council office.