

BINGLEY TOWN COUNCIL



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

MINUTES OF THE REMOTE MEETING OF THE STAFFING COMMITTEE HELD ON FRIDAY 12th MARCH 2021

Start: 2:00PM
Finish: 3:40PM

| | |
|--|------------------------------------|
| Councillors present: | Clough, Owen, Williams and Winnard |
| Councillors in attendance not a member of this committee: | None |
| In attendance: | Ruth Batterley, Town Clerk |
| Members of the public: | None |

2021/63 Apologies for absence

- b) To note apologies for absence
- c) To receive and consider apologies for absence
- d) To approve reasons for absence

Councillors Brazendale and Malik were not present.

2021/64 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.

2021/65 Minutes of previous meeting

To confirm as a correct record the minutes of the meeting held on Friday 22nd January 2021.

Resolved to confirm as a correct record the minutes of the meeting held on 22nd January 2021.

2021/66 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.

2021/67 Appointment of Deputy Clerk

- a) To receive an update on the appointment of the Deputy Clerk. An update was received. Councillor Owen will repost the job information on Facebook.
- b) To consider arrangements for shortlisting of applicants. **Resolved** That shortlisting will take place on 25th March at 10:00am and the interviews on 1st April. Councillor Clough left the meeting at 14:16.

2021/68 Return to face-to-face meetings

- a) **To consider the implications for staff on the possible return to face-to-face meetings.**

Resolved that line managers will discuss this with staff members. Councillor Clough returned to the meeting at 14:20.

2021/69 To resolve that members of the press and public be excluded from items 2021/70 and 71 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.

Resolved to exclude the press and public from the meeting for reasons of personal information about staff members.

2021/70 Temporary Administrative Officer

- a) **To consider the end of the probation period for the temporary Administrative Officer.**

Resolved to approve the end of the probation period for the temporary member of staff.

- b) **To consider pension arrangements. Resolved** to make further enquiries with the payroll provider and to continue with the current policy of three months. Councillor Clough left the meeting at 14:32.

- c) **To consider an extension of the current contract. Resolved** to consider this at a later meeting.

- d) **To consider an increase in hours. Resolved** to recommend to the full council a temporary increase to 24 hours per week. Councillor Clough returned to the meeting at 14:51.

- e) **To agree any recommendations to the full council as necessary**

2021/71 Resignation of Administrative Officer

- a) **To consider arrangements for staffing following the resignation of the Administrative Officer.**

Resolved to recommend to the full council that a locum be appointed for up to eight hours per week.

- b) **To consider a contract for a locum. Resolved** to recommend the contract to the full council. The Clerk will check about IR35.

- c) **To consider a payment in lieu of leave. Resolved** to recommend to the full council a payment in lieu of leave.

2021/72 Date of the next meeting

- a) **To set the date for the next meeting of the committee**

Resolved to set the date for the next meeting of the committee as Monday 19th April at 2:00pm.