

# BINGLEY TOWN COUNCIL



The Hub, Myrtle Place, Bingley, BD16 2LF

## Staffing Committee

Date: 2<sup>nd</sup> July 2024

Members of the press and public are invited to attend a meeting of the Staffing Committee meeting of Bingley Town Council, which will be held on Monday 8<sup>th</sup> July 2024 at The Hub, Myrtle Place, Bingley, BD16 2LF, at 1.00pm.

Yours sincerely,

A handwritten signature in black ink that reads 'E. Haskins'.

Eve Haskins

Town Clerk

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

[townclerk@bingleytowncouncil.gov.uk](mailto:townclerk@bingleytowncouncil.gov.uk) 07529 222679

**This meeting is open to the press and public by virtue of the Public Bodies (Administration of Meetings) Act 1960, s1**

## AGENDA

### **2425/01 Election of Chair and Vice Chair**

To elect a Chair and Vice Chair of the Staffing Committee for the municipal year 2024-25.

### **2425/02 Apologies for absence**

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

### **2425/03 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.

### **2425/04 Minutes of previous meeting**

To confirm as a correct record the minutes of the Staffing Committee meeting held on 10<sup>th</sup> July 2023 (attached).

### **2425/05 Confidential items to be discussed after item 2425/09**

To consider if any further items on the agenda need to be discussed in confidence after item 2425/09, following exclusion of the press and public, due to their sensitive nature.

**2425/06 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.

**2425/07 Policies**

To review and adopt the following policies (all attached):

- a) Employee Expenses Policy (no change except dates).
- b) Lone Working Policy (no change except dates).
- c) Performance Appraisal Policy (no change except dates), and associated performance appraisal form (amendments made to simplify the form).

**2425/08 Date of the next meeting**

To agree the date of the next meeting.

**2425/09 Exclusion of the press and public**

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

**2425/10 Request for increased staff hours**

To consider the request by a member of staff to increase their working hours.

**2425/11 Request for flexible working**

To consider the request by a member of staff to undertake their working hours flexibly (condensing their full time (37) hours into four, rather than five, days per week).

**2425/12 Declaration of other employment**

To consider the request by a member of staff to undertake additional employment (Council Officers' contracts state that "You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld").