



Horsforth Town Council

Staffing & Employment Committee Minutes Thursday 16 November 2017 at 6pm

Present: In Chair - Cllr R Hardcastle

Cllr D Collins, Cllr S Dowling, Cllr J Garvani, Cllr I Scott, Cllr V Wood-Robinson

In attendance: J Sou – Acting Clerk

S&E/17.61 To receive apologies for absence and to consider the reason for the absence

All members were present.

S&E/17.62 Declaration of Disclosable Pecuniary and other Interests

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 20-21 of the Members' Code of Conduct.

None declared.

S&E/17.63 To consider questions and comments from members of the public at the Chairman's discretion

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 Committee. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

No members of the public present.

S&E/17.64 Minutes of the previous meetings

The Committee was asked to approve the minutes of the meeting held on 30 October 2017.

RESOLVED that the minutes of the meeting held on Monday 30 October 2017 are a true record.

S&E/17.65 Public Bodies (Admission to Meetings) Act 1960

The Committee is asked that in view of the confidential nature of the business about to be transacted at agenda items 6 to 8 to temporarily exclude the press and public and that they are asked to withdraw from the meeting.

Signed Dated

RESOLVED that in view of the confidential nature of the business about to be transacted at agenda items 6 to 8 to temporarily exclude the press and public and that they be asked to withdraw from the meeting.

S&E/17.66 Employment of Clerk

To consider matters relating to the Clerk's employment, including the following:

- Pay scales
- Job description (draft circulated to members)
- CILCA training and subsequent pay review

The Acting Clerk left the meeting during discussion of the item relating to pay scales.

RESOLVED as follows:

1. To recommend to Council to approve the job description for the Town Clerk, as amended;
2. To note that the Acting Clerk would be taking a week's study leave 12 – 16 February 2018 to work on CILCA;
3. To recommend to Council an increase to the Acting Clerk's salary.

S&E/17.67 Employment of additional member of staff

To consider matters relating to the employment of an additional member of staff, including the following:

- Job description (draft circulated to members)
- Pay scales
- Recruitment process and timescales (draft documents circulated to members)

Members considered the recruitment process and timescales and agreed that the recruitment process should begin in December 2017 with a view to interviewing and appointing an administration assistant in January 2018.

RESOLVED as follows:

1. To recommend to Council to approve the job description and person specification, as amended, and pay scales for an administration assistant;
2. To recommend to Council to delegate the recruitment and appointment of an administration assistant to the Staffing and Employment Committee;
3. To recommend to Council to approve a budget for recruitment of an administration assistant, the amount to be confirmed.

S&E/17.68 External support from bookkeeper

To consider the support provided to the office by Tracy Sutcliffe, bookkeeper.

It was agreed to retain the services of the bookkeeper, Tracy Sutcliffe, and to review the position in 12 months.

Signed Dated

S&E/17.69 Staffing policies and procedures

To consider.

This item to be carried forward to the next meeting of the Committee.

S&E/17.70 Emergency contacts

To consider.

This item to be carried forward to the next meeting of the Committee.

S&E/17.71 Items for future agenda

Staffing policies and procedures

Emergency contacts

S&E/17.72 Date of the next meeting

The date of the next meeting is to be advised.

Noted.

The meeting closed at 7pm

Distribution: Cllrs D Collins, S Dowling, J Garvani, R Hardcastle, I Scott, V Wood-Robinson

Signed Dated