



Horsforth Town Council

Full Council Minutes Extraordinary Meeting Thursday 24 August 2017 at 7pm

Present: In Chair - Cllr R Hardcastle

Cllr M Boyes, Cllr C Calvert, D Collins, Cllr C Cordingley, Cllr S Dowling, Cllr J Garvani, Cllr M Holmes, Cllr M Hughes, Cllr M Leech, Cllr P Mallott, Cllr D Prater, Cllr J Pritlove, Cllr I Scott, Cllr M Wharton, Cllr V Wood-Robinson

In attendance: J Sou – Acting Clerk

The Chairman welcomed new councillors, Cllrs C Calvert and M Leech, to their first meeting since their election on 3 August 2017.

HTC/17.44 – HTC/17.50 These minute numbers have been left blank intentionally.

HTC/17.51 To receive apologies for absence and to consider the reason for the absence
It was proposed by Cllr M Hughes, seconded by Cllr I Scott and **resolved that the apologies and reasons for absence from Cllrs S Glover, R Jacques, R Radford and N Tinsley be accepted.**

HTC/17.52 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.

Cllrs M Boyes and V Wood-Robinson declared non-pecuniary interests as members of an organisation potentially interested in the report to be considered at Item 7.

HTC/17.53 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.

None present.

Signed Dated

HTC/17.54 Staffing and Employment Sub-Committee

Council was asked to consider the recommendations of the Staffing and Employment Sub-Committee regarding the accountability and revised terms of reference for that committee.

Staffing and Employment Sub-Committee recommended the following:

- That the Staffing and Employment Sub-Committee become the Staffing and Employment Committee directly responsible to full Council; and
- That Council adopt revised terms of reference for the Staffing and Employment Sub-Committee or Committee.

Members considered recommended revised terms of reference circulated at the meeting.

17.54.1. It was proposed by Cllr D Collins, seconded by Cllr I Scott and **resolved that the Staffing and Employment Sub-Committee become the Staffing and Employment Committee directly responsible to full Council.**

17.54.2. It was proposed by Cllr M Hughes, seconded by Cllr J Garvani and **resolved that Council adopts the revised terms of reference (attached) for the Staffing and Employment Committee.**

HTC/17.55 Public Bodies (Admission to Meetings) Act 1960

Council was asked that in view of the confidential nature of the business about to be transacted at agenda items 6 and 7 to temporarily exclude the press and public and that they are asked to withdraw from the meeting.

No members of the public were present.

HTC/17.56 Staffing

To consider and implement the proposals of the Staffing and Employment Sub-Committee meeting of 24 August 2017.

Members received a report.

17.56.1. It was proposed by Cllr D Collins, seconded by Cllr M Hughes and **resolved that Cllr I Scott exclude himself from any further discussions by the Staffing & Employment Committee on the subject of the Clerk's absence from work and that Cllr I Scott would volunteer to sit as Chair of any appeal committee if so required.**

17.56.2. It was proposed by Cllr M Hughes, seconded by Cllr J Pritlove and **resolved that Council appoints Yorkshire Local Councils Association to act on its behalf in preliminary discussions with the Clerk's representatives.**

Signed Dated

HTC/17.57 Assets of Community Value

Members received a report from Cllr D Collins in relation to 3 and 5 The Green and The Stables, Horsforth (“the properties”).

Members considered a number of issues in relation to the availability of community space in Horsforth and finance, costs and other issues surrounding any proposed acquisition of the properties by Council.

- 17.57.1.** It was proposed by Cllr D Collins, seconded by Cllr M Hughes and **resolved that Council open negotiations with Leeds City Council regarding the transfer of the properties to Horsforth Town Council.**
- 17.57.2.** It was proposed by Cllr D Collins, seconded by Cllr S Dowling and **resolved that Council begin discussions with organisations as potential future occupiers or users of the properties.**
- 17.57.3.** It was proposed by Cllr D Collins, seconded by Cllr J Garvani and **resolved to form a steering group with devolved authority to progress the above and to report back to Council.**

The following were appointed to the steering group:

Cllrs M Boyes, D Collins (Chair), C Cordingley, J Garvani, R Hardcastle, M Hughes, M Leech, A Radford and V Wood-Robinson
J Sou – Acting Clerk

Action

Cllrs D Collins and R Hardcastle and the Acting Clerk to open discussions with Leeds City Council.

Cllr D Collins/Acting Clerk – to invite representatives from agreed external organisations to join the Steering Group.

HTC/17.58 Date of next meeting

Wednesday 27 September 2017.

Noted.

The meeting closed at 8.15pm

Distribution: Cllrs M Boyes, C Calvert, D Collins, C Cordingley, S Dowling, J Garvani, S Glover, R Hardcastle, J Hardy, M Holmes, M Hughes, R Jacques, M Leech, P Mallott, R O’Callaghan, D Prater, J Pritlove, A Radford, I Scott, N Tinsley, M Wharton, V Wood-Robinson

Signed Dated

HORSFORTH TOWN COUNCIL

Staffing and Employment Committee

TERMS OF REFERENCE – DRAFT 4

(Reviewed 24th August 2017)

1. Membership – 6 Members

- 1.1. The Staffing and Employment Committee will consist of 6 members which shall include the Chairman or Vice-Chairman of the Council, plus 5 town councillors (both genders should be represented)
- 1.2. The Chairman of this Committee is to be elected annually at the Annual Council meeting of Horsforth Town Council and shall hold office until the next Annual Council meeting as per Standing Order No 4.
- 1.3. The quorum of the Committee is 3.

2. Aims

To develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.

3. Objectives

To provide effective and professional staff management in all matters related to the employees of the council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.

4. Meetings

The Clerk will call Staffing and Employment Committee meetings as and when necessary. Members will be summoned to attend meetings which will be held in the Council office and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

5. Documentation

Minutes of all meetings will be recorded by the Clerk and circulated at full council meetings of Horsforth Town Council for information. All resolutions and recommendations to full council shall be recorded in the minutes of the meetings.

6. Accountability

The Staffing and Employment Committee has delegated powers to act/make decisions on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Staffing and Employment Committee's terms of reference shall be made to the full council.

7. Scope

The Staffing and Employment Committee to have the following delegated powers:

- 7.1. To recruit and select all staff. The successful short listed applicants to be interviewed by the Staffing and Employment Committee. A recommendation from the Staffing and Employment Committee will be submitted to full council to ratify the appointment of any prospective employee.
- 7.2. To consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)

Minute HTC/17.54.2
Staffing and Employment Committee – Approved Terms of Reference

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- 7.3. To appoint one of its members to act as Line Manager to the Clerk/Responsible Financial Officer and to direct the line manager in his/her role and responsibilities.
 - 7.4. To approve staff appraisals (carried out at least annually by each employee's line manager) and to submit budget proposals in respect of salaries, training of all staff and any other staffing matters to the Finance and General Purposes Committee (not later than the end of December each year).
 - 7.5. To approve requests within the training budget for staff training requirements.
 - 7.6. To manage staff absence in line with council policies.
 - 7.7. To review pay awards, increments and payroll management for recommendation to full council for approval.
 - 7.8. To review the council's employment practices, procedures and policies for recommendation to full council for approval.
 - 7.9. To review staff pension arrangements for recommendation to full council for approval.
 - 7.10. To review job descriptions, person specifications, staff establishment (including promotion and re-grading) and contracts of employment for recommendation to full council for approval.
 - 7.11. To review the Staff Handbook and Councillors Handbook for recommendation to full council for approval.
8. **Review**
The Staffing and Employment Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.