



## Horsforth Town Council

### Staffing & Employment Committee Minutes Wednesday 27 September 2017 at 6:15pm

**Present: In Chair** - Cllr R Hardcastle

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

**In attendance:** J Sou – Acting Clerk

**S&E/17.30** These minute numbers have been left blank intentionally.

**S&E/17.31** To receive apologies for absence and to consider the reason for the absence

**RESOLVED** to accept the apologies and reasons for absence from Cllr J Garvani.

**S&E/17.32** 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/17.33** 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/17.34** Minutes of the previous meetings

The Committee was asked to approve the minutes of the meeting held on 24 August 2017.

**RESOLVED** that the minutes of the meeting held on 24 August 2017 are a true record.

**S&E/17.35** Public Bodies (Admission to Meetings) Act 1960

Signed ..... Dated .....

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

No members of the public were present.

Cllr I Scott left the meeting before discussions in relation to Item 6 of the agenda.

**S&E/17.36 Clerk's return to work**

To consider and to agree any necessary action.

Cllr Collins updated members on discussions between the Clerk's representative and the Council's representative, estimated costs incurred to date and the future cost to the Council while the Clerk remained on sick leave.

1. **RESOLVED** to recommend to Council that it authorises the Staffing and Employment Committee to continue negotiations to reach a conclusion with regards to the Clerk's employment with the Council.

Cllr I Scott returned to the meeting.

Members considered the Acting Clerk's working hours and her overtime and leave entitlement during the Clerk's sick leave. A previously approved change to staff roles and hours had not happened due to supervening events.

2. **RESOLVED** to recommend to Council to increase the Acting Clerk's contractual hours to 28 per week with effect from 1 October 2017.

**S&E/17.37 Staffing and employment policies and procedures**

To consider policies and procedures, including:

- Home working policy
- Medical suspension policy
- Absence policies

It was **agreed** to carry these items to the next meeting.

**S&E/17.38 Items for future agenda**

None.

**S&E/17.39 Date of the next meeting**

To be advised.

**Noted.**

The meeting closed at 6:42pm

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

Signed ..... Dated .....