



Horsforth Town Council

Staffing & Employment Committee Minutes Thursday 30 August 2018 at 7.00pm

Present: In Chair - Cllr S Dowling

Cllr J Garvani, Cllr R Hardcastle, Cllr M Hughes, Cllr I Scott, Cllr V Wood-Robinson

In attendance: J Sou – Clerk

S&E/18.13– S&E/18.20 These minute numbers have been left blank intentionally.

S&E/18.21 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllr D Collins be accepted.

S&E/18.22 **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/18.23 **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/18.24 **Minutes of the previous meetings**
The Committee was asked to approve the minutes of the meeting held on Thursday 5 July 2018.
RESOLVED: That the minutes of the meeting held on Thursday 5 July 2018 are a true record.

S&E/18.25 **Public Bodies (Admission to Meetings) Act 1960**
The Committee was 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.

RESOLVED: Under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during items 6 to 8 of the agenda on

Signed Dated

the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

S&E/18.26 Staff training and development

Members noted the following training to be undertaken:

- P Fearon and J Sou - First aid training: example one-day course £55
- J Sou - YLCA Training Day for More Experienced Clerks £115

Neither P Fearon nor J Sou was able to attend the Society for Local Council Clerks regional training conference or the Yorkshire Local Council Associations conference.

S&E/18.27 Matters arising from staff meeting of 3 July 2018

Members **noted and approved** the following:

- Outdated and poor IT system which created problems in the office is being given priority.
- Changes to clerking of meetings:
 - Community and Environment Committee to be attended and minuted by P Fearon with J Sou continuing to prepare the agendas;
 - Full Council – P Fearon no longer to attend with the exception of the Annual Meeting of the Town Council
- Help requested with clearing and washing up after meetings of full Council. Chair to issue reminder at meetings.
- Deadline of 14 days prior to meetings to be set for members wishing to include items on agendas. Agenda item deadline for next meeting to be included in agendas.
- Additional agenda item to be included on each Council and Committee agenda for correspondence and items for information. Members to consider whether any such items then need to be included on the next agenda.
- Public participation and guest speakers – to remain as an official part of Council and Committee meetings.
- The meeting room has been booked every Thursday evening on a standing basis for Horsforth Town Council and is therefore available for working group and other meetings, subject to not having already been booked for Committee meetings. Members wishing to book the room to let the office know and to make their own arrangements to borrow the keys and for agendas, papers, minutes and refreshments.
- The Council and Committee calendar is heavily scheduled during September. To allow staff to take holiday during this time if they wish, a locum clerk will be used if necessary to cover meetings.
- Use of office email addresses to be reviewed.

S&E/18.28 Staffing policies and procedures

Members reviewed the following policies, procedures and terms of reference.

RESOLVED: To recommend the following policies, procedures and terms of reference, as amended, to full Council for approval:

- **Attendance and sickness absence policy**
- **Absence reporting procedure**
- **Return to work discussion form**

Signed Dated

- Home working policy
- Disciplinary policy
- Grievance policy
- Staffing and Employment Committee – terms of reference

S&E/18.29 General Data Protection Regulations (GDPR) – privacy notices

It was **agreed** that the privacy notices should go before full Council for approval.

S&E/18.30 Office working arrangements

Members considered a request from the Clerk to bring her dog to work.

It was **agreed** that the following should be clarified:

- Leeds City Council consent to have animals on the premises;
- Insurance cover for personal injury/damage caused by the dog

Subject to satisfactory responses in relation to the above being produced to the line manager, the Clerk be permitted to bring her dog to work for a trial period of three months.

S&E/18.31 Items for information

None.

S&E/18.32 Items for future agenda

Complaints and Grievance Committee terms of reference
Staff handbook

S&E/18.33 Date of the next meeting

The date of the next meeting is Thursday 22 November 2018.

Noted.

The meeting closed at 8:28pm

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

Signed Dated