



Horsforth Town Council

Staffing & Employment Committee Minutes Thursday 22 November 2018 at 7pm

Present: In Chair - Cllr I Scott
Cllr D Collins, Cllr R Hardcastle, Cllr M Hughes.
In attendance: J Sou – Clerk

In the absence of the Chair and Vice-Chair of the Committee, Cllr I Scott was chosen by the members present to preside at the meeting.

S&E/18.34– S&E/18.40 These minute numbers have been left blank intentionally.

S&E/18.41 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllrs S Dowling, J Garvani and V Wood-Robinson be accepted.

S&E/18.42 **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/18.43 **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/18.44 **Minutes of the previous meetings**
The Committee was asked to approve the minutes of the meeting held on Thursday 30 August 2018.
RESOLVED: That the minutes of the meeting held on Thursday 30 August 2018 are a true record.

S&E/18.45 **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.

Signed Dated

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 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/18.46 Staff training and development

Members received an update on training courses attended and undertaken by staff.

RESOLVED: To recommend to Council that 5 to 7 hours per week overtime for the Clerk be approved for CILCA.

S&E/18.47 Annual leave policy

To consider review of notice periods.

RESOLVED: To recommend to Council to amend the annual leave policy to authorise staff to take up to 1 day's annual leave without the prior agreement of the line manager, provided this was agreed between staff and did not impact on office opening hours or the function of the office, and provided the line manager was notified of leave taken in accordance with this provision.

S&E/18.48 Flexi and TOIL policy

To consider reviewing requirement for staff to take a 20 minute rest break after 6 hours working.

RESOLVED: To recommend to Council to amend the flexitime and TOIL policy to remove the requirement for staff to take a 20 minute rest break after 6 hours of working and instead to make it an entitlement; to make the 20 minute rest break unpaid.

S&E/18.49 Office mobile telephone

To consider providing an office mobile telephone for staff.

RESOLVED: To recommend to Council to purchase a mobile telephone for use by staff and councillors.

S&E/18.50 Christmas closure

To consider recommending to Council to close the office for extra days 2 – 4 January 2019.

RESOLVED: To recommend to Council to close the office for extra days 2 – 4 January 2019.

S&E/18.51 Staffing policies and procedures

Members received an update on the homeworking arrangement in place with the Clerk.. It was **AGREED** that the arrangement should be formalised with the Clerk to write a letter to the line manager to approve the Clerk working from home on Fridays.

Members **NOTED** overtime arrangements and payments being made and **confirmed** that the line manager had continuing authority to approve overtime payments.

S&E/18.52 Correspondence received and matters for information

None.

Signed Dated

S&E/18.53 Items for future agenda

CILCA.

ILCA.

S&E/18.54 Date of the next meeting

The date of the next meeting is 7 February 2019.

Deadline for agenda items: 24 January 2019.

Noted.

The meeting closed at 7:45pm

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

Signed Dated