



Horsforth Town Council

Staffing & Employment Committee Minutes 7 February 2019 at 7.00pm

Present: In Chair - Cllr S Dowling
Cllr J Garvani, Cllr V Wood-Robinson
In attendance: J Sou – Clerk

S&E/18.55– S&E/18.60 These minute numbers have been left blank intentionally.

S&E/18.61 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllrs R Hardcastle, M Hughes and I Scott be accepted.

S&E/18.62 Declaration of Disclosable Pecuniary and other Interests
None declared.

S&E/18.63 To consider questions and comments from members of the public at the Chairman's discretion
No members of the public present.

S&E/18.64 Minutes of the previous meetings
Committee was unable to approve the minutes of the meeting held on 22 November 2018 as no members present had been in attendance at that meeting.
Item deferred to the next meeting of the Committee.

S&E/18.65 Public Bodies (Admission to Meetings) Act 1960
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 7 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/18.66 Staff training and development
Members received an update and agreed the following deadlines:

- Clerk – All CILCA assignments to be submitted for assessment by the end of July 2019
- Administration assistant – All ILCA assignments to be submitted for assessment by the end of May 2019
- Clerk and administration assistant – First Aid training to be arranged by the end of the Council year.

Signed Dated

S&E/18.67 National Salary Award: Changes to Spinal Column Points and Scale Range
Members **noted** the changes to spinal column points for officers based on the new National Joint Council pay scales for 2019-20, effective from 1 April 2019.

S&E/18.68 Report relating to Event Sub-Committee/Working Groups
Committee was asked by Community and Environment Committee to consider a report on options for the management and organisation of events by the Council, including decisions on expenditure. **Report in agenda pack.**

RESOLVED as follows:

- 1. To recommend to Council that a single event sub-committee be appointed with delegated powers to make decisions and arrangements for events and with power to authorise expenditure on those events within the agreed budgets;**
- 2. To recommend to Finance and General Purposes Committee that it consider giving delegated power to the Clerk to authorise expenditure within agreed budgets, subject to the following:**
 - a. A limit on the amount that the Clerk may authorise under this power;**
 - b. A requirement for the Clerk to consult with the Chair or Vice-Chair of the relevant Committee where the amount to be authorised exceeds a prescribed amount.**

S&E/18.69 Items for future agenda
Training
Minutes of the meeting of 22 November 2018.
Appraisal feedback (if due).

S&E/18.70 Date of the next meeting
To be advised

The meeting closed at 7:54pm

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

Signed Dated