



Horsforth Town Council

Staffing & Employment Committee Minutes Wednesday 19 June 2019

Present: In Chair - Cllr J Garvani

Cllrs D Collins, SM Dowling, B Heaviside, R Jones, M Leech, T Stones

In attendance: J Sou – Clerk

- SE/19.1** To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllr R Hardcastle be accepted.
- SE/19.2** Declaration of Disclosable Pecuniary and other Interests
None declared.
- SE/19.3** To consider questions and comments from members of the public at the Chairman's discretion
No members of the public present.
- SE/19.4** Minutes of the previous meeting
RESOLVED: That the minutes of the meeting held on 16 April 2019 are a true record.
- SE/19.5** 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 10 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.
- SE/19.6** Line managers
- 19.6.1.** **RESOLVED:** That Cllr R Jones be appointed line manager for the Clerk.
Cllr D Collins was thanked for acting as the line manager for the past 4 years.
- 19.6.2.** **RESOLVED:** To approve the line manager's responsibilities document adopted by the Council on 20 May 2015 ("the line manager's responsibilities document") with the following amendment:
"Authorities and responsibilities of the Line Manager
2. The Line Manager will discuss employment related issues with the Clerk at least monthly and more frequently if thought relevant by the Line Manager or reasonably requested by the Clerk. Discussions will be held on a face-to-face basis where possible and the Clerk will make him/herself available for a meeting by mutual agreement."

Signed Dated

19.6.3. RESOLVED as follows:

- That Cllr R Jones be appointed line manager for the Administration Officer/Assistant Clerk.
- That the line manager's responsibilities documents be amended to reflect this appointment.
- That the Clerk be responsible for supervising the Administration Officer's day-to-day work.

ACTION: Cllr R Jones to discuss workloads with officers.

SE/19.7 Administration Officer

Members considered a draft employment contract/statement of particulars for the Administration Officer.

It was noted that the Administration Officer should be given time during working hours to complete the Introduction to Local Council Administration qualification (ILCA).

RESOLVED: To approve the contract/statement of particulars for the Administration Officer.

FURTHER RESOLVED: To approve payment of subscription of up to £156 for the Administration Officer to join the Society for Local Council Clerks.

ACTION: To book the meeting room for two hours per week for the Administration Officer to work on ILCA.

SE/19.8 General working arrangements

To consider office opening hours and staff working hours.

ACTION: Cllr R Jones to discuss with officers.

It was noted that officers work alone at times and can be isolated in the office.

The following actions were agreed:

- The panic buttons in the office require regular testing: contact Leeds City Council (LCC) to arrange
- Request LCC to install a CCTV camera in the lobby outside the office for security purposes and safety of staff

SE/19.9 Training

- CILCA. The Clerk is to attend a Yorkshire Local Council Association (YLCA) CILCA training day on 11 July 2019. Cllr R Jones to discuss the Clerk's CILCA training with her.
- ILCA. See minute SE/19.7 above. Administration Officer to be given time during working hours to work on ILCA.
- First Aid training – deferred to October 2019. In the meantime, confirm with Leeds City Council that they have a first aider for Horsforth Community Hub . The First Aid kit in the office to be checked to ensure it is not out-of-date.
- Other training – SLCC Regional Training Seminar 31 July 2019, Harrogate.
RESOLVED: To approve the Clerk and Administration Officer attending the SLCC Regional Training Seminar on 31 July 2019 in Harrogate at a cost of up to £90+VAT each.
- Training for Councillors – officers are currently in discussions with YLCA for YLCA to provide an evening training session to new councillors. It was agreed this should be opened up to all members as refresher training and that Saturdays should also be considered if a convenient evening meeting date cannot be found.

Signed Dated

SE/19.10 Staff Appraisals

ACTION: Cllr R Jones to discuss with staff and arrange.

SE/19.11 Committee terms of reference

Members considered whether the Committee's terms of reference should be amended to provide for approving councillor training.

It was **agreed** to refer the question of Councillor training approvals to Finance and General Purposes Committee.

SE/19.12 Dress Code

It was **agreed** that the dress code for officers should be professional attire. Smart jeans were acceptable.

SE/19.13 Staffing and Employment Committee – future meeting dates

The next scheduled meeting should be towards the end of August. 6pm was the preferred starting time. Wednesdays to be avoided.

SE/19.14 Items for future agenda

- Administration officer appraisal
- Update on the following: working hours, training for officers, councillor training
- Employment policies
- Officers' annual leave
- Christmas shut down

SE/19.15 Date of the next meeting

To be in August 2019 - final date to be advised.

The meeting closed at 6:07pm

Distribution: Cllrs D Collins, SM Dowling, J Garvani, R Hardcastle, B Heaviside, R Jones, M Leech, T Stones

Signed Dated