

BINGLEY TOWN COUNCIL



The Hub, Myrtle Place, Bingley, BD16 2LF

Minutes of the Staffing Committee meeting of Bingley Town Council held on Monday 8th July 2023 at 1.00pm at the Hub, Myrtle Place, Bingley, BD16 2LF

Councillors present: Gentleman, Gibbons, Winnard

Councillors absent: Clough, Malik

Non-member Councillors present: None

In attendance: Eve Haskins (Town Clerk)

Members of the public: None

Meeting commenced at 1.00pm.

2425/01 Election of Chair and Vice Chair

Resolved to elect Councillor Gentleman as Chair of the Staffing Committee for the municipal year 2024-25.

Resolved to elect as Councillor Winnard as Vice-Chair of the Staffing Committee for the municipal year 2024-25.

2425/02 Apologies for absence

None received.

2425/03 Disclosures of interest

None received.

No written requests for dispensation had been received.

2425/04 Minutes of previous meeting

Resolved to approve as a true record the minutes of the Staffing Committee meeting held on 10th July 2023.

2425/05 Confidential items due to be discussed after item 2425/09

Resolved to agree that no further agenda items to be discussed in confidence after item 2425/09, following exclusion of the press and public, due to their sensitive nature.

2425/06 Public participation

None.

2425/07 Policies

Resolved to review and adopt the following policies:

- a) Employee Expenses Policy, subject to verifying the guidance rates of HM Revenue and Customs.
- b) Lone Working Policy, subject to verifying whether the policy also applies when working from home.
- c) Performance Appraisal Policy, and associated performance appraisal form, subject to an amendment to include a section for a right of reply for the appraisee.

Chair.....

Date.....

Agreed to take agenda item 2425/08 after agenda item 2425/12.

2425/09 Exclusion of the press and public

Resolved to agree that members of the press and public be excluded from items 2425/10, 2425/11 and 2425/12 under the provisions of the Public Bodies (Admission to Meetings Act 1960 s1(2)) during consideration of items of a confidential nature.

2425/10 Request for increased staff hours

Resolved to approve the request by a member of staff to increase their working hours from 25 to 30 hours for the rest of the financial year 2024-25, from 1st August 2024 to 31st March 2025, pending a staffing review in advance of the budget setting for 2025-26.

2425/11 Request for flexible working

Resolved to approve the request by a member of staff to undertake their working hours flexibly (condensing their full time (37) hours into four, rather than five, days per week), ordinarily on Mondays and ensuring there will always be a point of contact in the working week.

2425/12 Declaration of other employment

Resolved to approve the request by a member of staff to undertake additional employment.

2425/08 Date of the next meeting

To agree the date of the next meeting as Wednesday 20th November 2024 at 1.00pm.

The meeting closed at 1.43pm.

Actions:

- **Agenda item 2425/07a: Town Clerk to verify the guidance rates of HM Revenue and Customs, to ensure the Employee Expenses Policy adhere to these.**
- **Agenda item 2425/07b: Town Clerk to verify whether the Lone Working Policy also applies when working from home.**
- **Agenda item 2425/07c: Town Clerk to amend the performance appraisal form to include a section for a right of reply for the appraisee.**
- **Agenda item 2425/10: Town Clerk to contact Payroll to arrange for the staff members hours/wages to be amended accordingly.**