

STAFFING COMMITTEE
Minutes of the meeting held in the Town Hall on 3rd April 2019 at 5.30pm

Present: Cllr A Hollis, Town Mayor, Cllr M Carrigan, Chair
Cllrs J Grieve and D Skelton.

In attendance: K Eastwood, Locum Town Clerk (minutes).

737 Absence
To receive apologies and approve reasons for absence.
Apologies were submitted from Cllrs A H Greenwood and D Wardell.

Resolved: that the reasons given for absence be approved.

738 Minutes of the Staffing Committee

Resolved: that, following ratification at the Town Council meeting on 6th March 2019, the minutes of the Staffing Committee meeting held on the 28th January 2019 be approved as a correct record and signed by the Chair.

739 Consideration was given to the motion to exclude public and press for any agenda item(s).

Resolved: that the public and press be excluded for all items.

740 Correspondence:

Employment Tribunals – advisory letter (DAS Law)

Resolved: that the correspondence be received.

To consider matters relating to:

741 Report back from Chair re. ongoing issues

The Chair provided an update on planned responses to issues raised by the Administrative Assistant and discussed a draft response to the Chief Executive of Calderdale Council with regard to the outstanding grievance.

Resolved:

- i) the Chair to put the issues raised to the Members involved and responses received to be considered at a future committee meeting.
- ii) the Town Clerk to ensure that planned member induction and refresher training covers chairmanship and the disclosure of pecuniary and other interests.
- iii) that the Town Clerk sends the response to the Chief Executive of Calderdale Council.
- iv) that the Town Clerk be thanked for his work in connection with the grievance response.

742 Staffing update from Town Clerk

Recommendations received from the Yorkshire Local Councils Associations with regard to evaluation of the Town Clerk's post were outlined. The evaluation

exercise recommended a salary range from Spinal Column Point 33 to 36. Adjusted for a 34-hour working week, the recommended increase in salary would range from £2,808 to £2,892 per annum. It was noted that additional increments would be available based on qualifications and experience.

Members discussed interim staffing arrangements and the timing of permanent recruitment to the Town Clerk post.

- Resolved:**
- i) that the recommendations be received and the revised salary range be adopted.
 - ii) that the Locum Town Clerk be provided with a 6-month temporary contract of employment.
 - iii) to be implemented under delegated powers.

743 Grievance update and settlement

The Town Clerk provided an update on negotiations with ACAS.

- Resolved:**
- i) that the terms of the settlement be recommended to Town Council on 10th April 2019.
 - ii) that the Town Clerk be thanked for progressing the matter to conclusion.

744 Administrative Assistant post

Interim cover, handover arrangements and recruitment to the permanent vacancy were discussed. It was noted that a temporary member of staff had been recruited through an agency and is working three days a week.

- Resolved:**
- i) to authorise the Town Clerk to progress recruitment to the post at an appropriate time.
 - ii) that, subject to continuing satisfactory performance, the temporary member of staff be retained until September 2019.
 - iii) to note that the Town Clerk's Office will ordinarily be staffed on Tuesdays, Wednesdays and Thursdays with effect from 9th April 2019.

Date of next meeting

- Resolved:** that the next meeting be arranged in the new municipal year.