

TODMORDEN TOWN COUNCIL

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MINUTES OF THE STAFFING COMMITTEE MEETING Held in the Cockcroft Suite, Todmorden Town Hall, Todmorden on Thursday 04th July 2019 at 6.00pm

Councillors Present:	Cllr M Carrigan [Chair] K White Town Mayor [Ex-Officio], Cllrs R Coleman-Taylor, Skelton, Hollis
Absent Councillors:	Cllrs Greenwood and Levick
Observing Councillors (not a member of the committee):	None
Officers:	Safia Kauser – Locum Town Clerk/RFO [minute taker]
Members of the Public:	Steve Oaks [Peninsula – from 6.30pm]

2019 (S) 011	<p><u>APOLOGIES FOR ABSENCE</u> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting</p> <p>Proposed by Councillor White and Seconded by Councillor Hollis, and RESOLVED: That the apologies and reasons for absence received from Councillors Levick and Greenwood be approved.</p>
2019 (S) 012	<p><u>DECLARATIONS OF INTERESTS</u> To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p>None declared.</p>
2019 (S) 013	<p><u>PUBLIC PARTICIPATION</u> To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting. Note: No resolutions can be under public participation.</p> <p>There were no members of the public present. However the Committee had invited Steve Oaks from Peninsula to consult with the committee prior to the Full Council meeting.</p>
2019 (S) 014	<p><u>MINUTES</u> To approve the draft minutes of the Staffing committee meeting held on 13 June 2019</p> <p>Proposed by Councillor Hollis and Seconded by Councillor White, and RESOLVED: That the draft minutes of the Staffing committee meeting held on the 13 June 2019 and the confidential notes contained therein be approved as a true record of proceedings and be signed by the Chair.</p>

Signed Chair:

Dated:

2019 (S) 015	<p><u>EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960</u></p> <p>To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p>The committee noted that although the agenda item required the exclusion of the press and public, there were no members of the public present at the meeting.</p>
2019 (S) 016	<p><u>EMPLOYMENT MATTERS</u></p> <p>2019/016.1 - To receive an update on an ongoing confidential staffing matter and consider any further action that may be required.</p> <p>The Chair provided the committee with an update on a probationary review that was carried out for an employee. The Chair of the Staffing Committee and the Mayor were unable to complete the review due to the difficulty of the questions being answered. The review meeting was then adjourned for the benefit of the employee. The employee concerned is now off sick. YLCA did previously provide some advice on the issues raised at the last Staffing committee meeting and the Council was acting within the powers of the advice obtained.</p> <p>The Chair of Staffing had spoken to a HR consultant who provides advice and support to schools and the Council could consider appointing a HR consultant on a pay as you go basis. The Council were due to consider another HR consultancy proposal. All members agreed that professional support was required. The update was noted by the committee.</p> <p>Proposed by Councillor Carrigan and Seconded by Councillor Hollis, and RESOLVED: That the Staffing committee proceeds with the decision previously agreed relating to the confidential employment matter, subject to all matters being handled by professional HR advisors once they have been appointed by the Council.</p> <p>2019/016.2 - To consider any interim staffing arrangements in the absence of a senior member of staff.</p> <p>It was reported that the Locum Town Clerk was due to provide cover until the 31 July 2019. The Town Clerk interviews were due to take place on Tuesday 16th July and the Locum Clerk will be present to provide advice to the interview panel.</p> <p>The Chair had contacted the previous Locum Clerk to provide cover in the office and oversee the project work currently being undertaken by the agency Admin Assistant. A discussion took place surrounding the type of contract to be considered for the temporary cover as the current proposals included consultancy rates.</p> <p>Proposed by Councillor Carrigan and Seconded by Councillor R Coleman-Taylor, RESOLVED: That the Staffing Committee delegates to the Locum Town Clerk in conjunction with the Staffing committee to agree the terms of the casual contract to be offered to the previous Locum Clerk to provide additional admin support to the office.</p> <p>Proposed by Councillor Carrigan and Seconded by Councillor Skelton, and RESOLVED: That Councillor Hollis is to replace Councillor Skelton on the interview panel for the Town Clerk interview.</p> <p>2019/016.3 - To confirm an hourly rate, contract and job description for the casual Admin Assistant.</p> <p>The Chair of the Staffing committee presented a new proposal and job description for a 'Principal Support Officer'. A discussion took place surrounding the requirements of the new role, the impact this would have on the existing casual admin assistant post that was offered and the finer details of the new job description.</p>

Signed Chair:

Dated:

	<p>The Mayor commented that the current Admin Assistant had not yet been transferred from the agency. The Clerk informed the committee that the transfer could not take place as the casual contract is required to be drawn up by a HR Professional (which the Council were due to appoint) and the hourly rate that was due to be agreed. Once the contract was drawn up then the Council would be in a position to proceed with the transfer. Members felt that a new post could become confusing and would omit some of the requirements of the Admin Assistant post.</p> <p>Proposed by Councillor Skelton and Seconded by Councillor White, and RESOLVED: 1) That the new job description for the Principal Support Officer is combined within the existing job description for the Admin Assistant post and that the updated Admin Assistant Post is then offered to the post holder on a casual basis (once the contract has been prepared). 2) That the Council's HR Professionals (once appointed) be requested to draw up a casual workers contract for the Admin Assistant post. 3) That the rate of pay is agreed at NJC pay scale 6 which is equivalent to £9.96 per hour. 4) That the Staffing Committee expresses their thanks to all the valuable work undertaken by the agency Admin Assistant.</p>
2019 (S) 017	<p><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u> To notify the Clerk of any matters for inclusion on the agenda of the next meeting</p> <p>No items were declared. Steve Oaks from Peninsula addressed the committee on the proposals of the HR package offered to the Council.</p>
2019 (S) 018	<p><u>DATE OF THE NEXT COMMITTEE MEETING</u> To confirm the date, time and venue of an additional Staffing committee meeting to be convened.</p> <p>It was agreed that the Chair of Staffing committee would call an Extraordinary meeting if required.</p> <p>There being no further business, the Chair closed the meeting at 6.55pm.</p>

Signed Chair:

Dated: