

# TODMORDEN TOWN COUNCIL

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## MINUTES OF THE STAFFING COMMITTEE MEETING

Held in the Meeting Room, Todmorden Community College, Burnley Road, Todmorden,  
on Thursday 13<sup>th</sup> June 2019 at 9.15am

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<b>Councillors Present:</b>	Cllr M Carrigan [Chair to 10.35] K White Town Mayor [Ex-Officio], Cllrs R Coleman-Taylor, A H Greenwood, A Hollis
<b>Absent Councillors:</b>	Cllrs D Skelton and L Levick
<b>Observing Councillors (not a member of the committee):</b>	None
<b>Officers:</b>	Safia Kauser – Locum Town Clerk/RFO [minute taker]
<b>Members of the Public:</b>	None

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2019(S) 004	<p><b><u>APOLOGIES FOR ABSENCE</u></b> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting</p> <p>Proposed by Coucillor White and Seconded by Councillor Hollis, and <b>RESOLVED:</b> That the apologies and reasons for absence received from Councillors Levick and Skelton be approved.</p>
2019 (S) 005	<p><b><u>DECLARATIONS OF INTERESTS</u></b> 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) 006	<p><b><u>PUBLIC PARTICIPATION</u></b> 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.</p>
2019 (S) 007	<p><b><u>MINUTES</u></b> <b>2019/007.1 - To approve the draft minutes of the Staffing committee meeting held on 03 April 2019.</b></p> <p>Proposed by Councillor Carrigan and Seconded by Councillor Hollis, and <b>RESOLVED:</b> That the draft minutes of the Staffing committee meeting held on the 03 April 2019 be approved as a true record of proceedings and signed by the Chair.</p>

Signed Chair: .....

Dated: .....

	<p><b>2019/007.2 - To approve the draft minutes of the Staffing committee meeting held on the 18<sup>th</sup> May 2019.</b></p> <p>Proposed by Councillor R Coleman-Taylor and Seconded by Councillor Hollis, and  <b>RESOLVED:</b> That the draft minutes of the Staffing committee meeting held on the 18<sup>th</sup> May 2019 be approved as a true record of proceedings and signed by the Chair.</p>
2019 (S) 008	<p><b><u>EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960</u></b></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) 009	<p><b><u>EMPLOYMENT MATTERS</u></b></p> <p><b>2019/009.1 - To receive an update from the Chair of the Staffing committee on a confidential employment matter and to consider any action that may be required.</b></p> <p>The Chair provided the committee with an update on the locum replacement and the current roles in the office. A confidential discussion took place concerning a member of staff (confidential notes retained on file).</p> <p>Proposed by Councillor Hollis and Seconded by Councillor White, and  <b>RESOLVED:</b> That the resolutions contained within the confidential notes are implemented subject to the advice received from YLCA. <span style="float: right;"><i>(unanimous)</i></span></p> <p>Councillor Carrigan left at 10.35 and Councillor Greenwood Chaired the remainder of the meeting.</p> <p><b>2019/009.2 - To receive an update of the recruitment of the Town Clerk/RFO post and confirm the date of interviews to be held on Tuesday 16<sup>th</sup> July 2019.</b></p> <p>The Locum Clerk reported that Calderdale Council had been contacted to advertise the post which had been previously agreed by this committee. The job was advertised on 03 June with a closing date of 03 July 2019. Calderdale would assist with the shortlisting of candidates, interview questions and the matrix however they would not be a part of the interview panel.</p> <p>Proposed by Councillor Greenwood and Seconded by Councillor White, and  <b>RESOLVED:</b> That Councillors Carrigan, Skelton, White and R Coleman Taylor be appointed on the interview panel for the Town Clerk (Chief Officer) post and that the interviews take place on Tuesday 16<sup>th</sup> July 2019.</p> <p><b>2019/009.3 - To consider the contractual transfer of the Admin Assistant post to the Town Council from Arc recruitment at a cost of a £200 transfer fee. The Council would be making savings by transferring the post.</b></p> <p>It was reported that the Admin Assistant from the agency had completed the minimum number of weeks in post which could now enable a transfer to the Council who would be making savings by employing the Admin Assistant directly.</p> <p>Proposed by Councillor Greenwood and Seconded by Councillor White, and  <b>RESOLVED:</b> That the Admin Assistant is transferred from the Agency to the Town Council at a cost of £200 transfer fee and that a casual contract be offered to the employee.</p> <p><b>2019/009.4 - To consider quotations for the upgrade of the photocopier machine and a copying charges contract. The machine is currently over 9 years old and is not</b></p>

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Dated: .....

	<p><b>reliable which is impacting on the efficiency of Council business. The costs will be met from the Office and IT equipment budget.</b></p> <p>The Locum Clerk reported that the current photocopier is almost 9 years old and frequently breaks down. The scanner and copying is extremely slow and there is no staple functionality which results in additional time the Admin Assistant is having to spend preparing meeting paperwork. The copier is currently in a lease contract with a finance company however the Council would be making long term savings by buying a photocopier machine and entering into a copying agreement with a local supplier.</p> <p>Quotations were received for a purchase of a machine and lease costs per month. The purchase of the machine would include a copying agreement and the Council would receive free toners and services to maintain the machine. This machine would include a stapling functionality.</p> <p>Proposed by Councillor Greenwood and Seconded by Councillor Hollis, and  <b>RESOLVED:</b> That the Kyocera 3551ci photocopying machine is purchased at a cost of £990 including delivery, installation and set-up and that the remaining outstanding lease charges for the current copier be paid to the finance company.</p> <p><b>2019/009.5 - To delegate to the Clerk a budget of £700 for the cost of new office furniture to include x3 desks and pedestals and two cupboards. The current office furniture is not fit for purpose and is representing a health and safety issue. The costs will be met from the Office and IT equipment budget.</b></p> <p>Members of staff had complained about the health and safety surrounding the work stations which were not fit for purpose. The Mayor suggested that an office fridge is also purchased for staff. The Locum explained that the £700 budget may not be enough and that the purchase of equipment may slightly exceed this amount.</p> <p>Proposed by Councillor Greenwood and Seconded by Councillor White, and  <b>RESOLVED:</b> 1) That a budget of £700 is authorized for the purchase of office furniture.  2) That the Clerk engages interested groups to retain the Town Clerk’s desk in return for a donation or failing that, the Clerk arranges the for the disposal of desks without further endorsement from the committee.</p>
2019 (S) 009	<p><b><u>ANY ITEMS FOR DISCUSSION FOR A FUTURE AGENDA</u></b></p> <p>To notify the Clerk of any matters for inclusion on the agenda of the next meeting</p> <p>No items were declared.</p>
2019 (S) 010	<p><b><u>DATE OF THE NEXT COMMITTEE MEETING</u></b></p> <p>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, Councillor Greenwood closed the meeting at 10.55am.</p>

Signed Chair: .....

Dated: .....