

TODMORDEN TOWN COUNCIL

Town Clerk's Office,
Todmorden Community College,
Burnley Road, Todmorden OL14 7BX
01706 548135

townclerk@todmorden-tc.gov.uk
www.todmorden-tc.gov.uk



MINUTES OF THE STAFFING COMMITTEE MEETING Held in the Cockcroft Suite, Todmorden Town Hall, Todmorden on Tuesday 16th July at 6.05pm

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

2019 (S) 019	<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 Coucillor Levick and Seconded by Councillor Coleman-Taylor, and RESOLVED: That the apologies and reasons for absence received from Councillors Skelton and Greenwood be approved.</p>
2019 (S) 020	<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) 021	<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.</p>
2019 (S) 022	<p><u>MINUTES</u> To approve the draft minutes of the Staffing committee meeting held on 04th July 2019</p> <p>Proposed by Councillor White and Seconded by Councillor Coleman-Taylor, and RESOLVED: That the draft minutes of the Staffing committee meeting held on the 04 July 2019 be approved as a true record of proceedings and be signed by the Chair.</p>

Signed Chair:

Dated:

2019 (S) 023

EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES (ADMISSION TO MEETINGS

ACT) 1960

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.

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.

2019 (S) 024

EMPLOYMENT MATTERS

2019/024.1 - To consider quotations for HR and Health and Safety Service providers on a 3-5 year contract and recommend to full Council (quotations enclosed)

The committee received two further quotations in addition to the one received from Peninsula Business Services Ltd. Quotation two and three were received from Educate HR and Calderdale Council on a pay as you go service. The Chair of the Staffing committee produced a comparison chart for each provider that was shared with the committee.

	Peninsula	Educate HR	Calderdale
Contact	Email – same day	Email – same day	Email – within 5 days
	Tel – instant	Tel – instant	Tel- subject to capacity
	In person – extra	Available	10 days notice
HR Consultancy	Yes	Yes	Yes
HR Advice	Yes	Yes	Yes
Personalised	Yes	Yes	Yes
Local	Yes	Yes	Yes
Employment Law	Yes	Yes	Yes
Terms + Conditions	Yes	Yes	Yes
Disciplinary	Yes	Yes	Yes
Capability	Yes	Yes	Yes
Staff Handbook	Yes	Yes	Yes
HR Policy & Development	Yes	Yes – Cost per policy	No
Legal Advice	Yes inc as legal firm	Yes – uses a legal expert	Yes – uses the organisation
Liability	Full as legal team	Recommendations supported by legal advice	Unclear
Recruitment	Separate	Separate	Separate
		£2,200 full structured package	£600 - £1,000 structured package
Charges (NET)	Fixed Monthly Fee	Pay as you go	Pay as you go
	3 years minimum	£55 per hour	£35-50 per hour
	£1,164 per annum on 5 year contract	First year about £800 to set-up HR	

The committee discussed the pro's and con's of a fixed fee service against a pay as you go service and the legal cover offered with each provider. It was felt that full Council should consider all the quotes.

Proposed by Councillor Carrigan and Seconded by Councillor White, and **RECOMMENDED:** That the Staffing Committee recommends that the full Town Council considers all three quotes for HR and Health and Safety providers and confirms a contract.

Signed Chair:

Dated:

	<p>2019/024.2 - To receive an update on the Town Clerk interviews held on the 16 July 2019 and agree and further actions that may be required. It was reported that the interviews had taken place earlier in the day. Three good applications were received and all three candidates were interviewed. An officer from Calderdale HR and the Locum Clerk were present to support the panel who unanimously agreed to appoint candidate number three.</p> <p>Proposed by Councillor Carrigan and Seconded by Councillor Coleman-Taylor, and RESOLVED: That Candidate number three is offered the post of Chief Officer (Town Clerk) and RFO with an immediate start date, subject to references and a three month probationary review.</p> <p>2019/024.3 - To receive an update on an ongoing confidential staffing matter and consider any further action that may be required. The Chair of the Staffing committee reported that as the Council had not come to a decision to appoint a HR provider, they were unable to obtain advice and take further action in relation to the staffing issue. It was suggested that HR advice is purchased on a pay as you go basis to expedite the matter.</p> <p>Proposed by Councillor Carrigan and Seconded by Councillor Coleman-Taylor, and RESOLVED: That Educate HR is tasked to draft up the letter and deal with the confidential staffing issue subject to confirmation surrounding legal insurance.</p> <p>2019/024.4 – To receive an update on the casual contract for the Admin Assistant The Chair of Staffing had arranged for a contract to be drafted and reviewed by the contact at Educate HR. Arc recruitment had received one weeks’ notice last week and will be sending out the P45. The committee agreed to revisit the contract at the end of August.</p> <p>2019/024.5 – To consider quotations for an external HR provider and recommend to full Council. The quotations will be provided at the meeting The Chair of Staffing had obtained two quotes to date.</p> <p>Quote One – Received from a local accountant Quote Two – Had experience of local councils and the West Yorkshire Pension Fund Quote Three – To be obtained from Calderdale Council</p> <p>The committee agreed that they needed to select a payroll provider that would provide a full package to deal with the pensions and HMRC payments.</p> <p>Proposed by Councillor White and Seconded by Councillor Levick, and RECOMMENDED: That the full Town Council delegates the power to the Staffing committee to appoint a payroll provider on a three year contract subject to receiving three quotations and consideration of a full payroll package.</p>
2019 (S) 025	<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.</p>
2019 (S) 026	<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 7.15pm.</p>

Signed Chair:

Dated: