



	<p>Proposed by Councillor M Carrigan and Seconded by Councillor K White – unanimous</p> <p><b>RESOLVED:</b> That the draft minutes of the Staffing committee meeting held on the 16 July 2019 be approved as a true record of proceedings and be signed by the Chair</p>
2019 (S) 031	<p><b><u>ITEM 5 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) 032	<p><b><u>ITEM 6 .1EMPLOYMENT MATTERS</u></b></p> <p><b>2019/032.1 – To ratify actions taken in connection with the recruitment of vacant positions</b></p> <p>The Town Clerk advised Members that the following actions had been taken:-</p> <ol style="list-style-type: none"> <li>I. Town Clerk to undertake recruitment process <ul style="list-style-type: none"> <li>- Calderdale to only advertise – costs £105 per advert making considerable savings on usual recruitment costs</li> </ul> </li> <li>II. Redesignated Deputy Town Clerk as Assistant Town Clerk</li> <li>III. Revised hours split between two advertised roles. <ul style="list-style-type: none"> <li>- Assistant Town Clerk 20 hours per week</li> <li>- Administrative Assistant 24 hours per week</li> </ul> </li> <li>IV. Revised Job Descriptions and Persons Specifications completed</li> <li>V. Advertised on <b>None</b> NJC Green book terms</li> <li>VI. Job advertised with closing dates 23<sup>rd</sup> August – proposed interview dates 2<sup>nd</sup> and or 3<sup>rd</sup> September</li> <li>VII. Shortlisting panels 2pm Tuesday 27<sup>th</sup> August 2019.</li> </ol> <p><b>2019/032.2 – To consider changes to staffing terms and conditions</b></p> <p>The Town Clerk advised members that the impact of including NJC Green Book terms was to provide very advantageous sickness absence benefits and high Local Govt Pension Contributions and that given the current level of Precept, budget and current level of General Reserves , subscribing to NJC terms could cause financial issues if for example members of staff then went off sick and we ended up paying both long term sickness as well as agency cover.</p> <p>Whilst Members recognised the benefits of advantageous terms for recruitment of staff and retention nevertheless appreciated the financial issues involved and therefore supported revised terms noting that the Town Council has no legal obligation to accept NJC terms but the Town Clerk felt the salary banding levels were appropriate as these will have reflected a proper Job Evaluation Scheme.</p> <p>Proposed by Cllr. M Carrigan and seconded by Cllr. K White</p>

**Resolved: That the following Terms and Conditions are applied to the two posts advertised Todmorden Council Staff contracts:-**

- I. 4 weeks paid sickness absence**
- II. Stakeholder pension scheme**
- III. 1 year fixed term contract (to be able to consider future need)**
- IV. 3 months probationary period**

**2019/032.3 - To confirm appointment of Payroll providers.**

The Town Clerk updated members on the use of a firm called Tax Assist from Colne who helped with a full catch up of finances from April 2019 to 31<sup>st</sup> July which had revealed an overpayment of circa £3k to HMRC re PAYE and Vat claim of circa £6k that needed to be processed.

The Town Clerk had previous experience of using these for payroll and that they had delivered in all aspects of this including management of PAYE/ NI and stakeholder pensions. In view of previous relationship they have offered to carry out these functions at an advantageous rate that is lower than any other quote received per employee per month.

There are considerable time savings to be made by outsourcing this process.

**Proposed by Cllr. M Carrigan and seconded by Cllr. K White**

**Resolved : That Tax Assist be appointed as the providers of a payroll service to the Town Council and that the Town Clerk should contract with them accordingly.**

**2019/032.4 – To consider future HR needs**

Members discussed the pros and cons of undertaking HR provision in house given the current Town Clerks experience in these matters and felt that the potential to face staffing issues and potential future employment tribunals was minimised by this appointment.

It was not felt appropriate therefore to consider an ongoing contracted relationship that perhaps reflected in annual pricing over an extended period cover that included potential Employment Tribunal costs, and to therefore consider only one off fixed price costs for specific policy provision work.

It was recognised however that to start the process of producing the range of policies necessary would be very time consuming and that with two new members of staff also joining hopefully soon, it was important to have these in place as soon as possible.

Recent involvement by an HR specialist in advising on an end of a probationary period issue and assistance with drawing up new staff contracts was received favourably by Members, and agreed that we approach this individual for a cost to prepare a range of policies that we can compare against previous costs submitted, and if lower, to then appoint as the Town Council external provider of HR services.

**Proposed by Cllr. L Levick and seconded by Cllr. K White**

**Resolved : That the Town Clerk prepare a specification of requirement and submit to the HR advisor recently used in staff related matters, and seek a fixed cost for provision of specific policies, and that if lower than others submitted , duly appoint.**

	<p><b>2019/032.5 – To consider IT proposals</b></p> <p>The Town Clerk outlined a number of serious issues concerning current IT provision and provided an overview of potential solutions following an external fully managed service IT provider reviewing existing systems and recommending future upgrades.</p> <p>The proposals ranged from approx. £4k to £4.5k</p> <p>Members agreed for the need for an IT upgrade including laptop provision to be seriously considered, not least because of Operational and Data Protection issues and improving overall security of data, and agreed for this to be considered by General Purposes Committee given a likely budget need of circa £5k.</p> <p>Proposed by Cllr. M Carrigan and Seconded by Cllr. A Hollis</p> <p><b>Resolved: That This be tabled for General Purposes Committee to seek a recommendation to Full Council to make budget provision and to delegate then sourcing of IT contract back to General Purposes Committee. For the Town Clerk to prepare a specification so seek formal tender quotes, including from local providers and to prepare a scoring mechanism in order to evaluate such tenders on receipt based on a mixture and weighting of technical provision, quality of service and price.</b></p>
	<p><b><u>ITEM 7 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) 034	<p><b><u>ITEM 8 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, the Chair closed the meeting at 7.15 pm.</p>