

## TODMORDEN TOWN COUNCIL

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**MINUTES OF THE STAFFING COMMITTEE MEETING**  
 Held remotely via zoom Todmorden Town Hall, Todmorden on  
 Tuesday 27<sup>th</sup> July 2021 at 6:30pm

**Councillors Present:** M Carrigan (Chair), D Skelton, M Taylor, L Thorpe  
 (sub for A H Greenwood), A Hollis, L Levick.

**Absent Councillors:** Cllrs A Greenwood,

**Observing Councillors (not a member of the committee):** None

**Officers:** Colin Hill – Town Clerk [minute taker]

**Members of the Public:** None

2021(S) 001	<p><b><u>ITEM 1 APOLOGIES FOR ABSENCE</u></b>          To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting</p> <p><i>Apologies were received from Cllr A Greenwood who is on vacation</i></p> <p><i>Proposed by Cllr L Thorpe and Seconded by Cllr. A Hollis                      unanimous</i></p> <p><b>RESOLVED:</b>  <i>That the apologies of Cllrs A Greenwood for reasons of being on vacation be accepted</i></p>
2021 (S) 002	<p><b><u>ITEM 2 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>
2021 (S) 003	<p><b><u>ITEM 3 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><i>There were no members of the public present.</i></p>
2021 (S) 004	<p><b><u>Item 4 MINUTES</u></b>          To approve the minutes of the Staffing Committee meeting held on 5<sup>th</sup> October 2020.</p> <p><i>Proposed by Cllr. M Taylor and Seconded by Cllr. L Levick – unanimous</i></p>

Signed Chair: .....

Dated: .....

	<p><b>RESOLVED:</b> That the minutes of the Staffing committee meeting held on the 5th October 2020 be approved as a true record of proceedings and be signed by the Chair</p>
2021 (S) 005	<p><b><u>ITEM 5 EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960</u></b>  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> <p><b>Items 6-9 Exclusion of the Public To consider the exclusion of the public from the meeting before discussion takes place on the following item of business on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of schedule 12A to the Local Government Act 1972.</b></p>
2021(S) 006	<p><b>ITEM 6 Deputy Clerk (Town Clerk and Responsible Financial Officer Designate) – For Decision</b>  To approve the Job Description, Employment Terms, Advert and Timetable for recruitment.</p> <p><i>Documents were reviewed and with slight amends all were approved for issue.</i></p> <p><i>Adverts to go Tod News, and YLCA. Also if possible, NALC and CMBC. Website and Social Media.</i></p> <p><i>Closing date 20th August, shortlist 24<sup>th</sup>/25<sup>th</sup> August, Interview 6th September</i></p> <p><i>Panel Cllrs M Carrigan, L Thorpe and L Levick supported by the Town Clerk as observer and HR Consultant via Peninsula.</i></p> <p><i>Proposed by Cllr. D Skelton and Seconded by Cllr. L Thorpe – unanimous</i></p> <p><b>RESOLVED:</b> That all documents and the recruitment timetable be approved</p>
2021 (S) 007	<p><b>ITEM 7 Climate Officer – For Decision</b>  To approve the Job Description, Employment Terms, Advert and Timetable for recruitment.</p> <p><i>Documents were reviewed and with slight amends all were approved for issue.</i></p> <p><i>Adverts to go Tod News, and YLCA. Also if possible, NALC and CMBC. Website and Social Media. Potentially “Indeed” subject to costs</i></p> <p><i>Closing date 20th August, shortlist 24<sup>th</sup>/25<sup>th</sup> August, Interview 7th September</i></p> <p><i>Panel Cllrs M Carrigan, The Revd G Kent, R Coleman- Taylor (sub if needed M Taylor) supported by the Town Clerk as observer and HR Consultant via Peninsula.</i></p> <p><i>In considering the attractiveness of the proposed salary level for the Climate Officer role members accepted that it needed to fit in between the existing ATC and AO roles and therefore in agreeing an increase to the starting salary for this Climate</i></p>

Signed Chair: .....

Dated: .....

	<p><i>Officer role Members accepted that this would need to reflect itself in a realignment of both the ATC and AO roles</i></p> <p><i>Proposed by Cllr. L Thorpe and Seconded by Cllr. A Hollis – unanimous</i></p> <p><b><i>RESOLVED:</i></b> <i>That all documents and the recruitment timetable be approved and that such a proposal be submitted at the next Staffing Committee meeting for a realignment of the ATC and AO current salary bands .</i></p>
2021(S) 008	<p><b>ITEM 8 Any items for discussion for a future agenda</b></p> <ul style="list-style-type: none"> <li>➤ Staff Appraisal – Town Clerk/RFO</li> <li>➤ Staff Appraisals- Assistant Town Clerk and Administrative Officer</li> <li>➤ Review of Assistant Town Clerk and Administrative Officer and pay bands</li> </ul> <p><i>It was agreed to bring all of these items to the next Staffing Committee</i></p>
2021 (S) 009	<p><b><u>ITEM 9 DATE OF THE NEXT COMMITTEE MEETING</u></b></p> <p>To note the date of the next committee meeting be scheduled for 29<sup>th</sup> September 2021 at 6.30pm.</p> <p><i>Members agreed that the meeting would commence at 7.30pm.</i></p> <p>.</p>

Signed Chair: .....

Dated: .....