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**STAFFING COMMITTEE**  
**Minutes of the meeting held 2<sup>nd</sup> January 2019**

**521**            **PRESENT:**    Cllr A Hollis, Town Mayor, Cllr D Skelton, Chair.  
                         Cllrs A H Greenwood and D Wardell.

Apologies were submitted from Cllr M Carrigan.

**RESOLVED:**    that the reasons given for absence be approved.

That the minutes of the Staffing Committee meeting held on 3<sup>rd</sup> December 2018 be approved as a correct record and signed by the Chair.

**522**            Consideration was given to the motion to exclude the public and press for any agenda items.

**RESOLVED:**    that the public and press be excluded for all items.

**523**            **CORRESPONDENCE:**

None.

**To consider matters relating to:**

**524**            **TOWN CLERK AND DEPUTY TOWN CLERK UPDATE**

The Chair recapped on the offers of appointment. It was suggested that a review and benchmarking exercise should take place with regard to the Town Clerk vacancy before re-advertising the position. Pre-employment checks were progressing with regard to the preferred candidate for the Deputy Town Clerk role.

**RESOLVED:**    The Town Clerk to: -

- i)            liaise with YLCA and commence a salary benchmarking process.
- ii)          commence a minor review of the Town Clerk job description and discuss draft amendments with the committee's Chair on return from leave, for consideration at the next committee meeting.
- ii)          contact the recruitment officer at Calderdale MBC and ask that the preferred candidate for the Deputy Town Clerk role is provided with an update on progress in obtaining references.

**525**            **GRIEVANCE UPDATE**

A verbal report was provided by the Chair, summarising a without prejudice discussions with ACAS and the Council's insurers and the options open to the Council in response to the grievance. The role of Calderdale MBC's Monitoring Officer was also discussed and disappointment with the lack of response expressed.

**RESOLVED:**    i)            that the Council accepts the ACAS offer of early conciliation and enters into negotiations with the former Town Clerk.

- ii) that the Locum Town Clerk confirms the approach to be taken with ACAS and the Council's legal expenses insurance provider.
- iii) that the Chair draft a letter to Calderdale MBC's Chief Executive expressing disappointment with the response from the Monitoring Officer and setting a deadline for a reply with regard to investigation of the grievance.

**526**

**DATE OF NEXT MEETING**

**RESOLVED:** that the next meeting be held at 6.30 pm on the 28<sup>th</sup> January 2019 at the Town Hall.

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