

STAFFING COMMITTEE
Minutes of the meeting held 28th January 2019

xxx **PRESENT:** Cllr A Hollis, Town Mayor, Cllr M Carrigan, Chair.
 Cllrs J Grieve and D Wardell.

Apologies were submitted from Cllr D Skelton.

RESOLVED: that the reasons given for absence be approved.

That the minutes of the Staffing Committee meeting held on 2nd January 2019 be approved as a correct record and signed by the Chair.

xxx 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.

xxx **CORRESPONDENCE**

DAS Legal Expenses Insurance Company Limited – initial client letter.

RESOLVED: i) that the correspondence be received.

Conclusion of Correspondence

To consider matters relating to:

xxx **OUTSTANDING GRIEVANCE UPDATE**

The Chair provided an update following a meeting with the Vice-Chair. A holding reply had been received from Calderdale MBC's Chief Executive. The Town Clerk stated that an employment questionnaire, requested documents and a summary statement had been submitted and the legal advisors had acknowledged receipt.

RESOLVED: i) that a follow up email be sent to Calderdale MBC's Chief Executive.

xxx **PROPOSED TOWN CLERK JOB DESCRIPTION REVISIONS**

The Town Clerk outlined draft changes to the job description to better reflect the nature of the role. In particular, reference had been made to acting as Chief Officer and to working in partnership with elected Members to provide leadership, vision and strategic direction. Members proposed several additional amendments.

RESOLVED: i) that, with the addition of the minor amendments proposed, the revised job description be approved.

xxx **TOWN CLERK SALARY REVIEW UPDATE**

The Town Clerk outlined progress with the evaluation being progressed by YLCA. A detailed *pro forma* had been completed and additional information about the job role provided. In addition, the Clerk stated he had obtained informal benchmarking data from 8 other Town Councils but the variation in terms and conditions was significant and there was not sufficient context to enable direct comparisons.

- RESOLVED:** i) that the outcome of the evaluation be emailed to committee members once received.

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DEPUTY TOWN CLERK AND LOCUM TOWN CLERK UPDATES

The Town Clerk stated that Debbie Pearce will be commencing in the role of Deputy Town Clerk on Wednesday, 30th January. She will be working Tuesdays to Thursdays. The handover arrangements with Christine Taylor were discussed.

Potential changes to office open hours were discussed and it was noted that when existing staff return to their normal working patterns, the office would not be covered on a Monday.

- RESOLVED:** i) that handover arrangements for the Deputy Clerk role extend to at least 6 weeks.
ii) that the interim staffing arrangements and office cover be discussed further by the Chair and Town Clerk.
iii) that Christine Taylor be thanked for her support in covering for the Deputy Town Clerk vacancy.

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INTRODUCTION TO LOCAL COUNCIL ADMINISTRATION (ILCA) TRAINING

- RESOLVED:** i) that a budget of £198 be provided for ILCA online training for the Deputy Town Clerk and Administration Assistant.

DATE OF NEXT MEETING

- RESOLVED:** i) that a date for the next meeting be agreed when advice has been received from the Council's legal advisors.