

TODMORDEN TOWN COUNCIL

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MINUTES OF A MEETING OF STAFFING COMMITTEE OF TODMORDEN TOWN COUNCIL Held at Todmorden Town Hall on Wednesday 25th January 2023 at 7.30pm

Councillors present: - Cllrs D Skelton, A Hollis, L Levick and M Carrigan (Chair)

Officers: Ms Naomi Crewe (Town Clerk & RFO)

Members of the Public: None

2022(SC)011	<p>1. Apologies for Absence - Decision required</p> <p>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 H Greenwood and L Needham</i></p> <p>Proposed by Cllr D Skelton Seconded by Cllr A Hollis Unanimously Approved</p> <p>RESOLVED: That the apologies of Cllr A H Greenwood (Prior commitments), L Needham (Prior commitments), and their reasons for absence are accepted.</p> <p><i>Absent: None</i></p>
2022(SC)012	<p>2. Declarations of Interests</p> <p>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><i>Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.</i></p> <p><i>No declarations of interest received.</i></p>
2022(SC)013	<p>3. Public Participation – Information only</p> <p>To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting.</p> <p><i>Note: No resolutions can be under public participation</i></p> <p><i>No members of the public requested to speak.</i></p>

2022(SC)014	<p>4. Exclusion of Press and Public - Public Bodies (admission to meetings act) 1960 - Decision required</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>Proposed by Cllr D Skelton Seconded by Cllr L Levick Unanimously Approved</p> <p>RESOLVED: <i>That Items 11 and 12 are taken as private items, 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.</i></p>
2022(SC)015	<p>5. Minutes – Decision required</p> <p>To approve the minutes of the Staffing Committee held on 15th June 2022.</p> <p>Proposed by Cllr A Hollis Seconded by Cllr M Carrigan Unanimously Approved</p> <p>RESOLVED: <i>That the minutes of the Town Council meetings held on the 15th June 2022 be accepted as a true record and signed by the Chairman as such.</i></p>
2022(SC)016	<p>6. Policy Updates</p> <p>To review staffing policies presented to the committee.</p> <p style="padding-left: 40px;">6a Grievance Policy and Procedure 6b Disciplinary Policy and Procedure</p> <p>Proposed by Cllr D Skelton Seconded by Cllr L Levick Unanimously Approved</p> <p>RESOLVED: <i>That Members recommend to Full Council the adoption of the Grievance Policy and Procedure presented.</i></p> <p>Proposed by Cllr D Skelton Seconded by Cllr L Levick Unanimously Approved</p> <p>RESOLVED <i>That Members recommend to Full Council the adoption of the Disciplinary Policy and Procedure presented.</i></p>
2022(SC)017	<p>7. Employee Assistance Programme</p> <p>To consider the provision of an Employee Assistance Programme for recommendation to Full Council for approval.</p> <p>Proposed by Cllr L Levick Seconded by Cllr D Skelton Unanimously Approved</p> <p>RESOLVED: <i>That the Staffing Committee recommend to Full Council that this be approved to bring in an EAP from April 2023.</i></p>
2022(SC)018	<p>8. Correspondence received – For Information</p> <p>To receive and consider any items of correspondence.</p> <p><i>No correspondence received.</i></p>

2022(SC)019	<p>9. Items for a Future Agenda</p> <ul style="list-style-type: none"> - <i>A review of the appraisal process</i>
2022(SC)020	<p>10. Date of the next Town Council meeting</p> <p>To note the date of the next Meeting of the Staffing Committee to be confirmed.</p>
2022(SC)021	<p>11. PRIVATE: Staffing update - Information only</p> <p>To receive an update on current staffing matters.</p> <p><i>Members were updated on the current staff and understand the current challenges meeting the staff team at the present time.</i></p> <p><i>Members noted the shortage of staff and that the rest of the team are currently covering the workload of the Climate committee.</i></p>
2022(SC)022	<p>12. PRIVATE: Staffing Review - for Decision</p> <p>To receive a review the staffing requirements for committees.</p> <p><i>Proposed by Cllr D Skelton Seconded by Cllr A Hollis Unanimously Approved</i></p> <p><i>RESOLVED:</i> <i>That Members agree a point scale increase for both the Assistant Town Clerk and Admin Officer as of the 1st April 2023 after completion of their appraisals by the Town Clerk, and approve updates to their contracts and the training the staff have requested for 23/24.</i></p> <p><i>That Members agree for the Chair of staffing to monitor the Town Clerks time sheets and if additional hours are incurred, necessary to support the work of committees then this will be either paid overtime or if sufficient opportunity to be taken as TOIL.</i></p> <p><i>Members also thanked the Town Clerk for all her hard work over the last few months.</i></p>
	<p><i>Meeting Closed at 9.45</i></p>