

# TODMORDEN TOWN COUNCIL

Todmorden Town Hall,  
 Bridge Street, Todmorden,  
 OL14 5AQ  
 townclerk@todmorden-tc.gov.uk  
 www.todmorden-tc.gov.uk



## Minutes of the Meeting of Staffing Committee of Todmorden Town Council Held at Todmorden Town Hall on Wednesday 4<sup>th</sup> October at 6.30pm

**Councillors present:** - *Cllrs M Carrigan, A Hollis, D Skelton, and J Turner*

**Officers:** *Ms N Crewe (Town Clerk & RFO)*

**Members of the Public:** *0*

2023(SC)001	<p><b><u>1. Apologies for Absence</u></b>          To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting noting substitutions at late notice will be allowed.</p> <p><i>Apologies were received from Cllrs A H Greenwood and L Thorpe.</i></p> <p><b>Proposed by Cllr D Skelton      Seconded by Cllr A Hollis      Unanimously Approved</b></p> <p><b>RESOLVED:</b> <i>That the apologies of Cllrs A H Greenwood (Prior Commitment) and L Thorpe and their reasons for absence are accepted.</i></p>
2023(SC)002	<p><b><u>2. Declarations of Interest</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><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 received.</i></p>
2023(SC)003	<p><b><u>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. No resolutions can be under public participation.</p> <p><i>Note: No resolutions can be under public participation.</i></p> <p><i>No public present.</i></p>
2023(SC)004	<p><b><u>4. 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><b>Proposed by Cllr D Skelton                      Seconded by Cllr J Turner                      Unanimously Approved</b></p> <p><b>RESOLVED:</b> That items 7 to 10 are taken as a confidential item due to the commercially sensitive information provided to the Committee.</p>
2023(SC)005	<p><b><u>5. Minutes – For decision</u></b> To approve the minutes of the Resources Committee meeting held on 25<sup>th</sup> January 2023.</p> <p><b>Proposed by Cllr A Hollis                      Seconded by Cllr D Skelton                      Unanimously Approved</b></p> <p><b>RESOLVED:</b> That the minutes of the Staffing Committee meeting held on 25<sup>th</sup> January 2023 be accepted as a true record and the Chair be authorised to sign as such.</p>
2023(SC)006	<p><b><u>6. Date of the next Town Council meeting</u></b> To note the date of the next Meeting of the Staffing Committee TBC.</p>
<p><b>Private and Confidential</b></p> <p>Confidential 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</p>	
2023(SC)007	<p><b><u>7. Job Description Review– Decision required.</u></b> To receive an updated Job Description for the Town Clerk.</p> <p><b>Proposed by Cllr M Carrigan                      Seconded by Cllr A Hollis                      Unanimously Approved</b></p> <p><b>RESOLVED:</b> That Members received an updated job description for the Town Clerk and agreed the proposed changes and a review of the Clerks workload in 6 months, particularly in regard to the Climate Emergency Committee.</p> <p>Members also thanked the Town Clerk for her on going hard work and commitment to the role.</p>
2023(SC)008	<p><b><u>8. Appraisal Feedback – Information only</u></b> To receive updates on the recent staff appraisals.</p> <p><b>Proposed by Cllr A Hollis                      Seconded by Cllr J Turner                      Unanimously Approved</b></p> <p><b>RESOLVED:</b> That Members received the positive feedback from the staff appraisals and thank you to the Project Manager for his support and hard work.</p>
2023(SC)009	<p><b><u>9. Pay Review/Budget 24/25 – Decision required</u></b> To review the staff pay point scale in relation to the 24/25 Budget.</p> <p><b>Proposed by Cllr M Carrigan                      Seconded by Cllr D Skelton                      Unanimously Approved</b></p> <p><b>RESOLVED:</b> That Members reviewed the staff pay scales and agreed that in line with the employment terms that the committee recommend to Full Council that due to the staffs successful appraisal that the Administration officer go up 1 Point from the 1<sup>st</sup> April 2024.</p>

	<p><i>That Members reviewed the staff pay scales and agreed that in line with the employment terms that the committee recommend to Full Council that due to the staffs successful appraisal that the Assistant Clerk go up 1 point from the 1<sup>st</sup> April 2024.</i></p> <p><b>Proposed</b> by Cllr M Carrigan                      <b>Seconded</b> by Cllr J Turner                      <i>Unanimously Approved</i></p> <p><b>RESOLVED:</b> <i>That Members reviewed the staff pay scales and agreed that in line with the employment terms that the committee recommend to Full Council that due to the staffs successful appraisal that the Town Clerk go up 2 point from 1<sup>st</sup> April 2024.</i></p> <p><b>Proposed</b> by Cllr M Carrigan                      <b>Seconded</b> by Cllr A Hollis <i>Unanimously Approved</i></p> <p><b>RESOLVED:</b> <i>That Members recommend to Full Council that subject to no changes in the NJC pay offer for 2023/24 is provisionally approved.</i></p>
2023(SC)010	<p><b><u>10. Training needs- Decision required</u></b> To consider additional training needs for the staff.</p> <p><b>Proposed</b> by Cllr M Carrigan                      <b>Seconded</b> by Cllr J Turner                      <i>Unanimously Approved</i></p> <p><b>RESOLVED:</b> <i>That the Chair of Staffing will arrange a meeting with all the staff to discuss well-being and other training needs.</i></p>
Meeting closed at 7.15pm.	