Redacted Minutes of the Staffing Sub-Committee meeting held on

**Tuesday 17th April 2023 at 5:30pm**

# Present:

Cllrs Sharkey, Dixon, Hewitson and Jennison

# In attendance:

The Deputy Town Clerk

**SSC2324/01 Chairs Opening Remarks**

The Chair commented on how much the Council was looking forward to the new Clerk starting. It was also noted that in the Deputy Clerk’s upcoming absence, the Volunteer Coordinator would be the Council’s point of contact in emergencies.

**SSC2324/02 Reasons for Absence**

Resolved to approve Cllr Reed’s reason for absence.

# SSC2324/03 Disclosures of Interest

None

# SSC2324/04 Minutes of Previous Meeting

Resolved to approve minutes of the meetings of the Staffing Sub-Committee dated January 24th 2023 and 20th February 2023.

# SSC2324/05 Exclusion of Press and Public

Resolved to exclude press and public under Public Bodies (Admissions to Meetings) Act 1960 S1(2).

# SSC2324/06 Staffing Budget Update for 2023/2024

The report was received and it was noted that there will likely be an overspend this year.

# SSC2324/07 Request from Former Town Clerk

The sub committee considered advice received on the issue.

**Redacted confidential content**

The need for an updated and formalised protocol / policy for annual leave and TOIL was discussed. Action – The new Clerk to review this upon her arrival.

# SSC2324/08 Environmental Warden

The Chair and Deputy Clerk provided a brief update on the Environmental Wardens recovery.

The committee welcomed the news that the Environmental Warden’s health was improving and wished him well.

**SSC2324/09 Administrative Officer**

It was noted that, given the change to how Baildon Town Council deal with planning applications, there will be an impact on the role of the Administrative Officer.

**Resolved: that the Clerk will, in full consultation with the Administrative Officer, undertake a review of the Administrative Officer’s job description.**

**SSC2324/10 Job Descriptions**

The Deputy Clerk fed back to the committee the comments made by staff in relation to the proposed job description amendments. The comments were noted and would await discussion with the new Clerk.

# SSC2324/11 Annual Leave Update

The Deputy Clerk provided an update on all staff outstanding leave and entitlement for the coming year. It was noted that in previous years staff have been able to carry over a full week of annual leave (37 hours) even if working part time. This is incorrect and should be pro rata to working hours.

**Resolved: the correct carry forward of annual leave to be implemented from 1st April 2023.**

# SSC2324/12 Promotional Opportunities

# None

# SSC2324/13 Items for Future Agenda

These will be discussed with the new Clerk closer to the date of the next meeting.

**SSC2324/14 Next Meeting Date**

**TBD**

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