**DRAFT Minutes of the Extraordinary Staffing Sub Committee on 11th September 2023 at 5.30om**

**Present:** Cllrs Gill Dixon, Cllr John Turner, Cllr Paul Sharkey

**SSC2324/32** **Chair’s Opening Remarks**

None

**SSC2324/33 Approve Reasons for Absence**

Cllr Gill Jennison absence approved unanimously

**SSC2324/34 Disclosures of Interest**

None

**SSC2324/35 Minutes of previous meeting 26th July 2023**

These were accepted and approved unanimously.

# SSC2324/36 Exclusion of Press and Public

# Resolved: The Committee excluded press and public under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), during consideration of business of a confidential nature.

**SSC2324/37 (Item 8 moved up the agenda) Update on Environmental Warden**

Committee received a report from the Clerk on the Environmental Warden. The Environmental Warden had tendered his resignation with the intention of retiring after almost a year of sickness absence. The Environmental Warden had been a hugely popular figure in the Baildon community and a valued colleague. A statement recording this for staff, Councillors and Staff was discussed. The next steps would be to liaise with the postholder over various HR matters related to him retiring and the wording would be checked with him prior to this news becoming public. The Committee held a discussion around the need to review the impending vacancy, its context, purpose, scope and impact.

**SSC discussed the future of the role and noted that** as a result of Mark’s prolonged absence, measures have, through necessity, already been put in place to undertake many of his duties such as the toilets (esp maintenance and improvements, and contract management) , Christmas lights, footpath clearance via contract management of Baildon Green and Clean, and grit bins.

SSC agreed these arrangements should be subject to an internal review before reaching any decision about the post.

**Resolved:**

**37.1** SSC recommends

* to Governance Committee that an internal review of the role of Environmental Warden is undertaken before any decisions are made about the future. The outcome of such a review would need agreement at Full Council.

**37.2** The statement about the resignation of the Environmental Warden would be subject to the postholder’s agreement.

**37.3** The resultant statement plus further background details would be given to staff and Councillors as soon as is possible.

**SSC2324/38 Update on homeworking allowance**

The Committee discussed a report from the Clerk about the homeworking allowance. From May 2022 there has been an overpayment of the home working allowance due to the non-implementation of ST2223/09. The allowance had now ceased and staff had been made aware.

**Resolved:** to recommend to Governance Committee that the repayment of the overpaid allowance would be waived.

**SSC2324/39 Update on the former Clerk**

The Committee discussed a confidential report containing options for action from the Clerk on the former Clerk.

**Resolved**: to delegate to the Clerk preferred actions on this matter.

**FC2324/40 To notify the Clerk of any items for future agenda**

None

**FC2324/41 Next meeting date**

The next meeting of Staffing Sub Committee is 19th October 2023

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