



**Minutes of the Extraordinary Staffing Sub Committee on 5<sup>th</sup> February 2024 at 10.30am**

**Present:** Cllrs Gill Dixon, Cllr Jennison, Cllr John Turner

**In attendance:** the Clerk

**SSC2324/50 Chair's Opening Remarks**

The meeting would cover quite a few policies and procedures and it was important to be practical and real about their implementation in the drafting process.

**SSC2324/51 Approve Reasons for Absence**

Cllr Paul Sharkey absence approved unanimously.

**SSC2324/52 Disclosures of Interest**

None

**SSC2324/53 Minutes of previous meeting 11<sup>th</sup> September 2023**

**Resolved:** These were accepted and approved unanimously and signed by the Chair.

**SSC2324/54 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.

**SSC2324/55 Clerk's Report**

Progress on the Clerk and Deputy Clerk's CiLCA qualification was going well.

An Employment Law update was given.

**SSC2324/56 Public participation**

None

**SSC2324/57 Important Information from Councillors and Staff**

None

**SSC2324/58 HR Update**

The Committee discussed a confidential report containing updates for each employee on annual leave, time off in lieu, sickness and appraisal.

Document date 6<sup>th</sup> February 2024

Meeting date: 5<sup>th</sup> February 2024 Page 1 of 3

Signed.....

Date.....24 June 24.....



**Resolved:** the Clerk to provide clarifications on the annual leave carry over position.

#### **SSC2324/59 NALC Model Contract of Employment December 2023**

The Clerk presented the latest NALC Model Contract of Employment which had improved wording for several sections of the existing contract. Advice had been taken from Work Nest.

**Resolved:** the proposed changes and amendments were approved and the implementation of a revised Contract of Employment was delegated to the Clerk.

#### **SSC2324/60 Baildon Town Council's Health and Safety Policy**

The Clerk presented the Health and Safety Policy with suggested amendments which updated the Policy according to best practice.

**Resolution:** the proposed changes and amendments were approved and their implementation delegated to the Clerk.

#### **SSC2324/61 Baildon Town Council's Equal Opportunities Policy**

The Clerk presented the Equal Opportunities Policy with suggested amendments which updated the Policy according to best practice and latest legislation. There was a lot of detail in the changes which also linked to new legislation eg. The Equality Act 2010 (Amendment) Regulations 2023.

**Resolved:** the Clerk is requested to complete the drafting process and bring this revised Policy back to the next Staffing Sub Committee.

#### **SSC2324/62 Staffing budget**

The Clerk presented a breakdown of expenditure and budget allocations for staffing (payroll and pensions).

**Resolved:**

- The payroll budget expenditure was noted and is adequate in 23/24.
- Clerk was delegated to clarify with our payroll provider how the credit would be applied.
- Clerk would bring a breakdown of the staffing actuals against budget to the next Staffing Sub Committee

#### **SSC2324/63 Calendar and Work Programme**

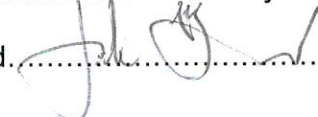
The meetings calendar was presented along with an indicative work programme for the Staffing Sub Committee (which might be subject to change).

**Resolved:** to omit the Staffing Sub Committee dates from the calendar and to note the work programme

#### **SSC2324/64 Planning**

Document date 6<sup>th</sup> February 2024

Meeting date: 5<sup>th</sup> February 2024 Page 2 of 3

Signed.....

Date.....24 June 24



No applications

**SSC2324/65 Date of next meeting**

The next meeting of Staffing Sub Committee is 3<sup>rd</sup> June 2024

Town Clerk Tel: 01274 593 169 Email: clerk@baildowntowncouncil.gov.uk

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<sup>i</sup> The agenda item HR Contract was not addressed.

Document date 6<sup>th</sup> February 2024

Meeting date: 5<sup>th</sup> February 2024 Page 3 of 3

Signed.....  


Date.....  
24 June 24

