



## ILKLEY PARISH COUNCIL

### MINUTES OF THE MANAGEMENT AND STAFFING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER OF ILKLEY TOWN HALL ON MONDAY 27<sup>th</sup> NOVEMBER 2017 AT 1:00PM

**Those present:**

**Chairman:** Councillor S Butler  
**Councillors:** Councillor M Gibbons, Councillor J Souter and Councillor J Sugden  
**Officer:** Clare Smith (Clerk)

- 1718/01** **ITEM 1 – Chairman’s Remarks**  
The Chairman welcomed those present to the meeting.
- 1718/02** **ITEM 2 – Apologies for Absence**  
Apologies were received from Councillor J Rickard (away on business) and Councillor L Packett (holiday).  
Proposed by Councillor S Butler  
Seconded by Councillor M Gibbons  
**RESOLVED:** That the above reasons for absence be accepted by this Committee.  
*(Unanimous)*
- 1718/03** **ITEM 3 – Disclosure of Interest**  
There were no disclosures of interest.
- 1718/04** **ITEM 4 – Dispensations**  
There were no dispensation requests from Members received by the Clerk in respect of this meeting.
- 1718/05** **ITEM 5 – Minutes of the Previous Meeting**  
Proposed by Councillor J Souter  
Seconded by Councillor J Sugden  
**RESOLVED:** That the Minutes of the Management and Staffing Committee meeting held on Monday 24<sup>th</sup> April 2017 be approved and signed by the Chairman as a correct record.  
*(Unanimous)*
- 1718/06** **ITEM 6 – Exclusion of Press and Public (Confidential Business)**  
No members of the press and public present.
- 1718/07** **ITEM 7 – Salary Review**  
Item moved to end of agenda. See minute no 1718/10.
- 1718/08** **ITEM 8 - Staff Appraisals**  
The Clerk reported that appraisals she had carried out the appraisals of the Deputy Clerk, Office Assistant and Town Centre Warden.

It was reported that all staff members were working well and no issues had been raised in terms of performance. The Office Assistant and Deputy Clerk raised concerns over health and safety, in particular, being the only members of staff in the building each morning due to no cleaner being present. The problem would become more significant next year when the VIC is due to move into the library leaving the Parish Council as the only tenant in the Town Hall.

Councillor Butler reported that he had carried out the Clerk's appraisal and no problems or concerns had been raised.

Proposed by Councillor M Gibbons  
Seconded by Councillor J Souter

**RESOLVED:** That the Committee accepts the appraisal reports of the Clerk, Deputy Clerk, Office Assistant and Town Centre Warden. All staff members are congratulated by the Committee for their work and their successful appraisals.

1718/09

**ITEM 9 – Lone Working**

Staff members have raised concerns over being the only member of staff in the building when working in the Council office. The VIC staff do not arrive until 10am each morning and the Bradford MDC cleaner has now left his post and there are no current plans to replace him. This means that if a member of staff is working on their own they are the only person in the building when they arrive. Staff are also answering the door to unknown members of the public and members of the public are also gaining access to the Town Hall via VIC without consent.

When VIC move into the library in early 2018, this problem will become more significant.

Proposed by Councillor M Gibbons  
Seconded by Councillor J Sugden

**RESOLVED:**

1. That the office opening hours are changed to Monday – Thursday 10:00am to 1:00pm. Staff only speak to members of the public during these hours and when there is another staff member in the building with them.
2. The Clerk requests that the door between the VIC and the Town Hall entrance hall is kept locked at all times to ensure that people are not gaining unauthorised access to the building.

It was hoped that the Parish Council office would move to the old Plans Office/MP office upstairs in the New Year which would allow the Council to be based on one floor of the building. This move would also give the office life access and would give potential for increased security to be implemented if necessary.

1718/10

**ITEM 7 – Salary Review**

“The National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004” was circulated along with a report from the Clerk on the current staff salaries scales.

Proposed by Councillor S Butler

Seconded by Councillor J Sugden

**RESOLVED** that the Committee request a specific job evaluation be carried out by the Yorkshire Local Councils Associations (YLCA) and Society of Local Council Clerks (SLCC) to set the salary baseline for the Council as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004.

The next meeting of the Committee will be called when the above evaluation has been carried out.

**Meeting closed at 1:55pm**