

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Community Development Committee held in the Victoria Room, Keighley Civic Centre on Tuesday, 12th February 2019

Present: Councillor Adams (Chair)
Councillor Anayat
Councillor Bernardini
Councillor Corkindale (ex-Officio)
Councillor Fletcher (from 18.10)
Councillor Pedley

Also Present: Councillor F Ahmed
Councillor Morris
Fazila, Highfield Community Association
Anne Wilson, Locum Town Clerk
Nichola Powell, Minute Secretary

29/2018 (CD) Fire Safety Announcement

A fire safety announcement was given at the start of the meeting and there was no fire drill scheduled to take place during the meeting.

30/2018 (CD) Apologies

Apologies had been received from:

- Councillor S Ahmed - annual leave
- Councillor A Walker - personal reasons

31/2018 (CD) Declarations of Interest

RESOLVED there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from either Members or Officers.

32/2018 (CD) Public Question Time and Participation

There were no members of the public present.

33/2018 (CD) Minutes

Apologies had been received from Councillors Anayat and Corkindale.

RESOLVED following the above amendments to approve the draft minutes of the ordinary meeting of the Community Development Committee held on Wednesday, 14th November 2018.

34/2018 (CD) Quarterly Monitoring Reporting

The Locum Town Clerk expressed concerns regarding the fact there was very little mention of Keighley Town Council in reports and the logo had not been used. She also said that a lot of work appeared to be done for Bradford MDC and other organisations/groups. Members discussed the fact that it was felt that the Community Development (CD) Workers did not have enough guidance from the Council on their forward plans and the work they undertook

should be scrutinised in more detail. Discussions had taken place at the previous meeting regarding the fact that the CD workers should not be taking direction from Bradford Ward Councillors, however, members noted that this was still happening.

Councillor F Ahmed said when the CD Workers were originally taken on there was a framework in place which should be revisited, however, the Locum Town Clerk had been unable to locate the original paperwork. All members agreed that there was no consistency between the CD Workers hence the requirement to have a framework in place to ensure all were aware of their remit. Members agreed there was an issue in the fact that they were not seen as a Keighley Town Council service.

Fazila, from the Highfield Community Centre, acknowledged there was no framework in place for the Keighley Central CD Worker which stated the work which should be undertaken was for Keighley Town Council. If she had receive a framework she would then be able to monitor and ensure the necessary work was being undertaken. Fazila acknowledged that the CD Worker for Keighley Central was funded by Keighley Town Council and if she had received feedback from the Council she would understand the role and responsibilities of the CD Worker. However, she said that she did submit quarterly monitoring reports to the Council so if there had been any problems she would have expected to have been contacted to discuss.

Members acknowledged there were inconsistencies with the CD Workers which would be addressed in the future.

RESOLVED that the quarterly monitoring reports for October-December 2018 for Keighley Central, Keighley East, Keighley West & Oakworth and Dementia Friendly Keighley were received and noted.

35/2018 (CD) Three-Month Forward Plans

RESOLVED that the three-month forward plans for the community development work to be delivered for the period January-March 2019 for Keighley Central, Keighley East, Keighley West & Oakworth and Dementia Friendly Keighley were received and noted.

36/2018 (CD) Exclusion of Public and Press

RESOLVED That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

37/2018 (CD) To Consider Options for Future Community Development in Keighley

Members discussed the need to bring the CD Workers in-house and, as there was currently nobody in the Council who had the required skills, they would need to employ a Co-Ordinator CD Worker plus 2 x CD Workers. The Co-Ordinator would the report directly to the Civic Centre Committee. Members agreed that the areas would not be split as currently but all would work collaboratively for the benefit of the town.

RESOLVED that the work of the Community Development Workers be brought in-house to ensure uniformity of work carried out for the whole parish of Keighley.

Discussions took place regarding terminating the current contracts and it was agreed that letters would be issued to the organisations. Following that a full and proper recruitment

process will be followed and the Community Development Committee would undertake the initial process. The HR Committee would then be involved later in the process.

RESOLVED that funding for the Community Development Workers in the current form be terminated on the 31st March 2019.

The Locum Town Clerk will inform members when the letters have been issued to the organisations. She also agreed to look at the TUPE rules regarding the job advert for the CD Workers.

38/2018 (CD) Other Community Development Matters

The Locum Town Clerk informed members that she had had difficulty in benchmarking the Co-Ordinator Community Development Worker and the Community Development Workers but it was anticipated that the two Community Development Workers would be approximately £18,000-£19,000 pro rata for 25 hours per week with the Co-Ordinator being approximately £21,000-£22,000 pro rata.

Members discussed Dementia Friendly, Keighley and the Locum Town Clerk agreed to write to them informing them that they would be funded differently from the 1st April 2019.

RECOMMENDATION that the Community Development Committee proposes offering a 3 year sponsorship of £10,000 to Dementia Friendly, Keighley.

39/2018 (CD) To Note Items for a Future Agenda

- Recruitment

40/2018 (CD) Date of Next Committee Meeting

RESOLVED to note that there was no further scheduled meeting, however, an extraordinary meeting would be held on Wednesday, 13th March after the Policies and Governance Committee in the Victoria Room, Keighley Civic Centre.

There being no further issues raised the Chair closed the meeting at 19.20 and thanked all for attending.

Signed Date
Chair