**MINUTES OF A MEETING OF THE STAFFING COMMITTEE**

**Held on Friday 7th June 2019 at 11:00am at Normanton Town Hall**

**Present:** Councillor Mrs H.W. Jones

Councillor B. Mayne

Councillor Mrs P. Mayne – Vice-Chairman

Councillor Mrs C. Moran, BEM – Chairman

**Absent:** Councillor Mrs E. Blezard, Councillor A. Wassell, Councillor Mrs A. Wood

**1. Apologies for Absence**

The Chairman welcomed everyone to the meeting.

Apologies were received and reasons approved on behalf of Councillor Mrs E. Blezard, Councillor A. Wassell and Councillor Mrs A. Wood.

**2. Declarations of Interest**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

There were no declarations made.

**3. Public Bodies (Admission to Meetings) Act 1960**

RESOLVED that all items relating to staffing be taken in private due to the confidential nature of the business to be transacted.

**4. Minutes**

RESOLVED that the minutes of the Staffing Committee held on Friday 18th February 2019 (Minute Numbers 50-60; Pages 14-16) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B. Mayne / Seconded by Councillor Mrs H.W. Jones)

**5. Workload Update**

The Town Clerk circulated a report on the workload within the admin office. Members acknowledged the additional work and in particular the workload created by the Allotments, Community Centre and Town Hall.

RESOVLED that the report be received and workload kept under review.

**6. Flexitime and Timekeeping**

The Town Clerk circulated a report on flexitime and timekeeping. All balances were within policy limits.

RESOLVED that the report be received and the contents noted.

**7. Sickness and Absence Levels**

A report was circulated on sickness and absence. All balances were within policy limits.

RESOLVED that the report be received and the contents noted.

**8. Annual Leave**

The Town Clerk circulated a report on annual leave for the 2018/19 and 2019/20 holiday years.

RESOLVED that the report be received and the contents noted.

**9. Training**

The Town Clerk circulated a report on training and provided an update on new training opportunities that staff had taken up.

Further training requirements would be discussed with staff during their appraisals.

RESOLVED that the report be received and the contents noted.

**10. Hours worked at Events**

The Town Clerk circulated a report on the impact of additional hours worked at events and the negative impact that staff absence has on the successful operation of the office.

Staff absence due to a build-up of flexitime is difficult to manage in a small office and this has an impact on their ability to keep work up to date.

Members discussed the possibility of paying staff overtime for the additional hours that they work, and a number of options were put forward.

RESOLVED that the report be received and that:

1. Payment of overtime be agreed for a 12-month trial period;
2. Staff overtime for events be paid at Standard Rate;
3. Flexitime be accrued for the Double time or time and a half element that remains unpaid;
4. The budget be capped at £2,300 subject to standard budget variances of 15%;
5. Reports on overtime be submitted to each Staffing Committee.

**11. Property Officer**

The Town Clerk circulated a provisional report on the suggested Property Officer and provided an indicative Job Description and a variety of pay scales for consideration.

Members agreed that an officer was needed to address these issues, but it was felt that the position with the Town Hall should be clarified first.

The Town Clerk suggested keeping a log over the next three months to identify what work a ‘property officer’ could have done.

RESOLVED that the report be received and that:

1. Further information be obtained on job titles and job descriptions;
2. A log be kept of suitable work over the next three months.
3. The position be reviewed at the next meeting.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.