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

**Held on Tuesday 6th August 2019 at 2:30pm at Normanton Town Hall**

**Present:** Councillor Mrs E. Blezard

Councillor Mrs H.W. Jones

Councillor B. Mayne

Councillor Mrs P. Mayne – Vice-Chairman

Councillor Mrs C. Moran, BEM – Chairman

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

**12. Apologies for Absence**

The Chairman welcomed everyone to the meeting.

Apologies were received and approved on behalf of Councillor A. Wassell and Councillor Mrs A. Wood.

**13. 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.

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

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

**15. Minutes**

RESOLVED that the minutes of the Staffing Committee held on Friday 7th June 2019 (Minute Numbers 1-11; Pages 1-3) be received as a true record and the contents contained therein be approved.

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

**16. Workload Update**

The Town Clerk reported that the workload for the Admin staff was manageable at its current level with some scope to take on some additional responsibilities. It was suggested that reviews would be carried out on pay scales for admin staff if additional responsibilities were taken up.

The Town Clerk reported that her workload in particular had increased, and she was not able to keep up with the demands of her role within her current full time hours.

The issue of the Town Clerks workload had been raised at the June 2019 meeting and members agreed to keep workload under review. The Town Clerk identified the key areas that were causing the additional work, particularly allotments. This workload had led to issues in completing priority work. A number of suggestions were put forward by the Town Clerk in an attempt to resolve this issue including delegation of work to other staff and appointment of a staff member to deal with property issues which takes up a significant amount of time.

Members agreed to delegation of some minor tasks including Meet ‘N’ Eats Diner and events work but did not support training other staff on basic accounts work at this stage.

Members agreed that the Town Clerk should set aside time on the calendar each month to complete priority work and would support her closing the office door to allow her to get on with that work.

Councillors would be informed that if the Town Clerk is busy, they should speak to the admin team or leave a message which would be dealt with when the Town Clerk was available. Wording would be provided for staff to use.

Members did not support the suggestion of seeing the public by appointment but agreed that if the Town Clerk was busy and could not be interrupted, they could be asked to call back at a convenient time. Wording would be provided for staff to use.

Members were asked to keep additional non-essential work requests to a minimum to allow the Town Clerk to catch up with outstanding work prior to the Gala and Flower Show in September.

It was agreed that the MacMillan Coffee Morning requested could be deferred until October.

It was agreed that Councillors detailed attendance records were no longer required.

The matter of the Property Officer would not be pursued until there was clarity over the Town Hall Project.

RESOLVED that the workload report be received and noted and that:

1. Delegation of some minor tasks be approved;
2. Time be set aside for the Town Clerk to work on priority issues and this would be identified in advance on the engagement sheets;
3. The Property Officer be discussed at a later date.

**17. Flexitime and Timekeeping**

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

RESOLVED that the report be received and the contents noted.

**18. Sickness and Absence Levels**

The Town Clerk provided a verbal report on sickness and absence. All balances were within policy limits.

RESOLVED that the report be received and the contents noted.

**19. Annual Leave**

The Town Clerk provided a verbal report on annual leave for the 2019/20 holiday year.

RESOLVED that the report be received and the contents noted.

**20. Training**

The Town Clerk provided a verbal update 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.

**21. Property Officer**

The Town Clerk had been asked to keep under review the types of jobs over recent months that a Property Officer could have attended to. This was shared with members.

A job description and salary scales had previously been circulated.

The Town Clerk recommended that a small working group be set up of three people, to review the previously circulated documentation with a view to providing a report back to Staffing Committee at the end of September.

Members agreed to include in the working group, the five members of the Staffing Committee who were present and requested that all previously circulated information be circulated again.

RESOLVED that the report be received and that the Property Officer reports be circulated again to those present.

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