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

**Held on Friday 15th December 2017 at 11:00am 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

 Councillor Mrs A Wood

**19. Welcome and Apologies for Absence.**

The Chairman welcomed everyone to the meeting. Members’ apologies for their inability to attend were recorded in the apology book.

**20.** **Members 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.

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

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

**22. Minutes.**

RESOLVED that the minutes of a meeting of the Staffing Sub-Committee held on Wednesday 27th September 2017 (Minute Numbers 11-18; Pages 4-5) 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)

**23. Flexitime and Timekeeping Update.**

The Town Clerk reported on flexitime balances of which some were outside policy limits due to events in September. This was being planned in the diary over the coming months. A verbal report was also provided on staff timekeeping and it was reported that lateness for work would continue to be discussed during staff supervision.

RESOLVED that the report be received and the contents noted.

**24. Annual Leave 2017/18.**

The Town Clerk reported on the annual leave allocation and bookings to date.

RESOLVED that the report be received and the contents noted.

**25. Sickness & Absence Levels.**

The Town Clerk provided a verbal report on sickness absence which was all within policy limits.

RESOLVED that the report be received and the contents noted.

**26. Workload Update.**

The Town Clerk provided an update on workload which had been very high during the events period up to the middle of December.

It was reported that events would take a back seat for a couple of months which would allow for other work to be carried out. There was some discussion around work that Councillors could assist with including washing vases and doing deliveries and it was suggested that members should be asked to attend at specific times if help is needed. Delivery of posters by post would be trialled in early 2018 and reviewed.

Staff absence had an impact on workload due to the amount of flexi being taken off to compensate for working at events over the last few months, this would continue into March 2018 when all flexi balances should return to zero.

RESOLVED that the report be received and the contents noted.

**27. Supervision Update.**

All staff had received their supervision meetings and a summary of key points was shared with the committee.

RESOLVED that the report be received and the contents noted.

**28. Disciplinary Update.**

The Town Clerk gave a verbal update on disciplinary issues.

It was reported that at a previous meeting, members had requested quotes for an employment advisory service to review the Town Councils policies and procedures.

A further quote was obtained from ELAS at a cost of £119/m for a minimum term of 12 months.

Members felt that this was much more affordable and were pleased with the shorter term contract.

Members requested a meeting with ELAS in the New Year.

RESOLVED that the report be received and that a contract for employment services with ELAS be accepted for a period of 12 months at a cost of £119/m.

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