

NORMANTON TOWN COUNCIL

MINUTES OF A MEETING OF THE STAFFING COMMITTEE

Held on Friday 15th October 2021 at 10.00am at Normanton Town Hall

Present: Councillor E Blezard – Vice-Chairman
Councillor A Bones
Councillor H Jones
Councillor B Mayne
Councillor P Mayne – Chairman

Also Present: Donna Johnston – Town Clerk & RFO

Absent Councillor J Botterill
Councillor A Wood

1. Apologies for Absence

RESOLVED that apologies be received, and reasons approved on behalf of Councillor A Wood.

2. Declarations of Interest

There were no declarations of interest made.

3. Public Bodies (Admission to Meetings) Act 1960

RESOLVED that all items relating to Town Council employees from items 6-15 are taken in private due to the confidential nature of the information to be discussed.

4. Minutes

RESOLVED that the minutes of a meeting of the Staffing Committee held on Friday 23rd April 2021 (Minute Numbers 14-25; Pages 4-6) be received and the contents contained therein be approved.

5. Policies

RESOLVED that the Appraisal and Supervision Policy be approved.

RESOLVED that the Councillor and Employee Relations Policy be approved.

RESOLVED that the Flexible Working Policy be approved.

RESOLVED that the Flexitime Policy be approved.

6. Flexitime and Time Keeping

A report was provided on flexitime and timekeeping.

It was noted that flexitime was high due to recent events and staff were encouraged to use up the time they were owed.

RESOLVED that the report be received, and the contents noted.

7. Sickness and Absence

A report was provided on sickness and absences.

All absences were within policy guidelines and no action was required.

RESOLVED that the report be received, and the contents noted.

8. Annual Leave

A report was provided on annual leave taken and remaining.

Staff were to be encouraged to take their remaining leave so that it doesn't become an issue for the new holiday year.

Staff to be reminded of the policy for the carrying over of unused leave.

RESOLVED that the report be received, and the contents noted.

9 Training

A report was provided on training opportunities and associated costs.

RESOLVED that the report be received, and the contents noted.

10. Workload

A report was considered on the workload within the office. It was acknowledged that the Town Clerks workload was high and that both admin staff had scope to take on additional hours and additional responsibility.

It was agreed that training would commence over the next six months with a view to the pay scales for admin staff being reviewed when preparing the budget for 2022/23.

It was further agreed that the admin staff should have their hours increased to full time and that this should be referred to the Finance Committee at the next available opportunity.

RESOLVED that the report be received and that:

- i) A recommendation be put to the Finance Committee to increase the Admin Staff hours to full time.
- ii) A further report be considered on pay scales for Admin Staff at the next meeting of the Staffing Committee.
- iii) The Admin staff begin training on other areas so that they can take on additional responsibilities.

11. Overtime

A report was provided on the overtime paid to staff for their work at the Summer events.

RESOLVED that the report be received, and the position with overtime be kept under review.

12. Casual Employees

A report was provided on the hours worked by casual employees for the Summer events.

RESOLVED that the report be received, and the position kept under review.

13. Grounds Maintenance Staff

A report was provided on the hours worked by the Grounds Maintenance Staff for the work at various sites around the area.

It was noted that the team are doing a very good job and standards remained high.

RESOLVED that the report be received, and the position be kept under review.

14. Pay Award

It was reported that the major unions had rejected the pay award and were now balloting on industrial action.

A further report would be provided when available.

RESOLVED that the report be received, and the position be kept under review.

15. Working Time Regulations

A report was provided on the worktime regulations and the hours that some staff work in order to deliver the key events. The Committee noted and accepted their responsibilities for the health and welfare of all staff.

It was suggested that alternative supervisors should be on duty to ensure that everyone takes their proper rest breaks during the event.

It was suggested that the office should be closed on the Monday after the Gala and the Monday after the Flower Show to ensure that the staff were properly rested before returning to work.

RESOLVED that the report be received and that:

- i) Supervision of the event be shared to ensure adequate breaks.
- ii) Rest breaks during the day should be planned into the schedule.
- iii) The office be closed following the Gala and Flower Show to ensure adequate rest periods.

15. Office Closures

RESOLVED that the offices be closed on the following dates:

Friday 24th December 2021 – Monday 3rd January 2022 (inclusive)

Monday 12th September 2022

Monday 19th September 2022

Monday 26th December 2022 – Monday 2nd January 2023 (inclusive)

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