

NORMANTON TOWN COUNCIL



MINUTES OF THE STAFFING COMMITTEE

Monday 22nd May 2023 at 2.00pm at Normanton Town Hall

Present: Councillor E Blezard – Vice Chairman
Councillor A Bones
Councillor H Jones
Councillor B Mayne
Councillor P Mayne – Chairman
Donna Johnston – Town Clerk

Absent: Councillor S Hudson

001. Apologies for Absence

There were no apologies recorded.

002. Declarations of Interest

Members were reminded of the requirement to declare an interest on any item on the agenda in which they had an interest.

There were no declarations made.

003. Public Bodies (Admission to Meetings) Act 1960

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

004. Minutes

RESOLVED that the minutes of a meeting of the Staffing Committee held on Monday 6th February 2023 (Minute Numbers 16-25; Pages 6-8) be received and signed.

005. Flexitime and Time Keeping

A report was circulated on flexitime which showed additional unpaid hours for one member of staff due to the demands of the council over the last twelve months. This would continue to be kept under review.

RESOLVED that a report on flexitime balances and time keeping issues be received.

006. Sickness and Absence

A report was circulated which set out sickness levels which were minimal and well within policy guidelines.

RESOLVED that the report on sickness and absence be received.

007. Annual Leave

A report was circulated on annual leave booked and remaining in the current holiday year.

RESOLVED that the report on annual leave be received.

008. Training

A report was circulated setting out what training was underway and planned over the next few months.

RESOLVED that the report on staff training be received.

009. Workload

A report was circulated which set out the increased workload in various areas in recent years. Members acknowledged that there is an imbalance in the workload and hours available.

RESOLVED that the report on workload be received.

010. Staffing Review

A report was circulated on a potential resolution to the workload issues however it was recommended that before any changes to the staffing structure could be considered, a professional and independent staffing review should be carried out.

RESOLVED that Local Council Consultancy (LCC) be appointed to carry out a staffing and governance review at a cost of £1,642.50.

011. Local Government Pension Scheme – Actuarial Valuation

RESOLVED that an update on the valuation and contribution rates be received.

Contribution rates 2023/24 15.8%

Contribution rates 2024/25	16.3%
Contribution rates 2025/26	16.9%

012. Local Government Pension Scheme – Employer Discretions

RESOLVED that the LGPS Employer Discretions Statement be approved and published.

013. Casual Staff – Rate of Pay

A report was circulated on the pay scale for the casual events and grounds maintenance staff who had not received any pay increase since 2009.

RESOLVED that with effect from 22nd May 2023, casual employees be placed onto SCP1 for under 18s and SCP 24 for over 18s and would benefit from nationally agreed cost of living increases moving forward.

014. Bank Holiday Pay

RESOLVED that the rate of pay for Bank Holiday working for the office staff working over and above their normal contracted hours would be paid at double time. There would be no enhancement for casual events staff who were primarily employed to work at events.

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