

NORMANTON TOWN COUNCIL



MINUTES OF THE STAFFING COMMITTEE

Tuesday 1st August 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 & RFO

Absent: Councillor S Hudson

15. Apologies for Absence

RESOLVED that apologies be received from Councillor S Hudson.

16. 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.

17. 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.

18. Minutes

RESOLVED that the minutes of a meeting of the Staffing Committee held on Monday 22nd May 2023 (Minute Numbers 1-14; Pages 1-3) be received and signed.

19. Flexitime and Time Keeping

A report was circulated on flexitime which showed unpaid hours for the Town Clerk due to the demands of the Council over the last 18 months. This would continue to be kept under review.

All other balances were within policy limits.

There were no issues with timekeeping.

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

20. Sickness and Absence

A report was circulated which set out sickness levels which were minimal and well within policy guidelines. An update was provided on a minor accident at work which was dealt with by the Town Clerk and reported to the insurers.

RESOLVED that the report on sickness and absence be received.

21. 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.

22. Training

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

RESOLVED that the report on training be received.

23. Staffing Review

The independent Staffing Review conducted by the Local Council Consultancy was circulated.

The report identified that there was a shortfall of 24 hours per week within the office and recommended the creation of two 12-hour posts. One 12-hour post would be to deal with Facilities (buildings and allotments) and the other 12-hour post would be to deal with events and services. It suggested the creation of a Deputy Town Clerk position, within the existing staff hours, to provide more high-level support to the Town clerk.

It further recommended the appointment of several paid key holders to facilitate opening and locking up of community buildings.

The report explored the pay of existing staff and confirmed that while the Town Clerk's grading was appropriate, the two administrative staff should have their pay reviewed and increased in line with their responsibilities.

Other recommendations included more detailed information on the website on the responsibilities of the Town Council with links to Wakefield Council to alleviate the number of misdirected calls and emails, the creation of a members only page on the website to provide a library of resources for councillors, changes to the way emails are handled and consideration to transferring some activities to community management such as allotments, talking newspaper, and luncheon club.

Members considered the report in detail and acknowledged that there may be some additional hours required but did not support the recommendations in full.

It was suggested that a report should be prepared on the amount of staff time incurred in the organisation and management of each of the Town Council's events, including other ancillary costs such as printing and postage where this can be identified.

A meeting should be arranged with The Well Project to discuss the appointment of a treasurer for the Meet n Eats Diner to reduce the Town Clerk's workload.

Members were supportive of the creation of the post of Deputy Town Clerk following a period of training.

It was felt that the administrative salaries were satisfactory but asked that further reports be prepared setting out comparisons from other employers in the district and this would be considered again in the next twelve months.

It was acknowledged that the facilities management, which included properties and allotments, did take up a significant amount of time and it was suggested that a report should be prepared setting out the options and costs for the appointment of someone on a part time basis, potentially on a temporary contract with scope to make it permanent after review.

RESOLVED that the Staffing Review be received and that further reports be prepared and considered at a later date.

24. Staffing Review Costs

Members considered a report on the cost implications of the recommendations contained in the Staffing Review. Members were

reluctant to make any significant increase in the precept to fund additional staffing and asked for more detailed figures to be prepared based on the suggestions identified earlier in the meeting.

RESOLVED that the Staffing Review Costs report be received and noted.

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