

NORMANTON TOWN COUNCIL



MINUTES OF THE STAFFING COMMITTEE

Held on Tuesday 13th February 2024 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

36. Apologies for Absence

RESOLVED that apologies be received from Councillor S Hudson.

37. Declarations of Interest

There were no declarations of interest recorded.

38. Public Bodies (Admission to Meetings) Act 1960

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

39. Minutes

RESOLVED that the minutes of a meeting of the Staffing Committee held on Tuesday 7th November 2023 (Minute Numbers 25-35; Pages 8-11) be received. The minutes were signed by the Chairman.

40. Flexitime and Time Keeping

A report was circulated on flexitime and TOIL.

The TOIL for the Town Clerk was reducing gradually but was still very high. It was agreed that this would continue to be kept under review.

TOIL for all other staff was within policy limits and there were no issues with timekeeping.

41. 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.

42. 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.

43. Training

A report was circulated showing training that has been undertaken and planned.

Staff were taking advantage of a variety of free training opportunities which had resulted in no expenditure from the staff training budget.

RESOLVED that the report on staff training be received.

44. Workload

The Town Clerk provided a report on current workload which was still high but small improvements had been made in some areas.

The workload would continue to be kept under review.

RESOLVED that the report on workload be received.

45. Staffing Committee Budget

Members gave consideration to the Staffing Committee Budget which showed expenditure of £124,129.44 up to the end of January 2024. There was still 19% of the staffing committee budget remaining.

RESOLVED that the Staffing Committee Budget report be received.

46. Property Officer

The Town Clerk provided a verbal report on the progress with the new temporary property officer who began work on 17th January.

This was a part time appointment with one working day per week.

The Town Clerk circulated a list of the tasks that had been completed which had proven to be very useful and, in some cases, provided a cost saving to the Council.

RESOLVED that the report be received.

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

