

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO



The Town Hall
High Street
Normanton
WF6 2DZ

T: 01924 893794
E: enquiries@normantontowncouncil.co.uk

W: normantontowncouncil.co.uk

To all members of the Staffing
Committee

Our ref: DJ/hs
Date: 14th August 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Staffing Committee** to be held on **Tuesday 20th August 2024** at **1.00pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna', written in a cursive style.

Mrs Donna Johnston FdA
Town Clerk & RFO.

STAFFING COMMITTEE

Tuesday 20th August 2024 at 1.00pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
001.	To Appointment the Chairman of the Staffing Committee. The proposal from Council is that Councillor P Mayne continues their role as Chairman for the current municipal year.	
002.	To Appointment the Vice Chairman of the Staffing Committee. The proposal from Council is that Councillor E Blezard continues their role as Vice Chairman for the current municipal year.	
003.	To receive apologies for absence.	
004.	To receive declarations of interest.	
005.	To receive and sign the minutes of a meeting of the Staffing Committee. Held on Tuesday 7 th May 2024 (Minute Numbers 47-56; Pages 15-17).	A
006.	To consider if any items should be taken in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.	
007.	To receive a report on flexitime and TOIL balances.	
008.	To receive a report on sickness and absences.	
009.	To receive a report on annual leave for the 2024/25 year.	
010.	To receive a report on staff training and development.	
011.	To receive a report on workload.	
012.	To receive a report on staff appraisals.	
013.	To receive a report on staff welfare and wellbeing.	

014.	To review the staffing budget for the 2024/25 financial year.	I
015.	To review the appointment of the Property Officer following a six-month trial period.	
016.	To review administrative employees' pay and conditions.	
017.	To review the Annual Leave Policy	L
018.	To review the Lone Working Policy	M
019.	To review the Sickness Absence Policy	N

NORMANTON TOWN COUNCIL

**MINUTES OF THE STAFFING COMMITTEE**

Tuesday 7th May 2024 at 1.00pm at Normanton Town Hall

Present: Councillor A Bones
Councillor S Hudson
Councillor B Mayne
Councillor P Mayne – Chairman
D Johnston – Town Clerk & RFO

Absent: Councillor E Blezard – Vice-Chairman
Councillor H Jones

47. Apologies for Absence

RESOLVED that apologies for their inability to attend be received on behalf of Councillor E Blezard and Councillor H Jones.

48. Declarations of Interest

There were no declarations of interest.

49. Minutes

RESOLVED that the minutes of a meeting of the Staffing Committee held on Tuesday 13th February 2024 (Minute Numbers 36-46; Pages 12-14) be received as a true record and signed by the Chairman.

50. Public Bodies (Admission to Meetings) Act 1960

RESOLVED that the following items are taken in private due to the confidential nature of the information to be discussed.

51. Flexitime and Time Keeping

A report was circulated on Flexitime and TOIL.

It was reported that the Town Clerk had reduced her flexitime balance from 248 hours to 145 hours over the past twelve months, but that this was having an impact on workload.

The Town Clerk left the room while members considered how to manage the additional unpaid hours.

RESOLVED that the Town Clerk be paid for 100 hours at her current rate and that the remaining balance of 45 hours would continue to be used as flexitime by the end of March 2025.

Members considered the TOIL built up by the Admin staff, specifically for overtime worked at events and were asked to re-consider the Town Council's policy on the payment of overtime which was not in accordance with the green book conditions for council employees. The TOIL was having an impact on staffing levels within the office which made it difficult to keep up with the workload.

RESOLVED that the Administrative staff would receive the appropriate rate of pay, as set out in the green book for all overtime worked at events, that being time and a half on Saturdays and double time on Sundays. All existing TOIL balances must be utilised within the next three months.

52. Sickiness and Absence

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

RESOLVED that the report on sickness and absence be received.

53. 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.

54. Training

A report was circulated on training booked and budget remaining. It was noted that only £30 was spent on staff training with the remainder of the training opportunities coming through Scribe and Atlas which were included in the costs of the service.

RESOLVED that the training report be received.

55. Workload

A report was provided on workload which highlighted the additional work required in dealing with Financial matters and Committee work.

Some of this was as a result of the new procedures recommended by the Internal Auditor.

It was noted that workload remained high and staff flexi / TOIL was not helping the situation.

Members were reminded that the independent staffing review had recommended that an additional 24 hours were required within the office to provide support with events and property. The Staffing Committee had appointed a Property Officer for up to 10 hours per week which still left a shortfall of 14 hours per week.

The workload would continue to be kept under review over the course of the next three months and a further report would be brought to the next meeting of the Staffing Committee.

RESOLVED that the workload report be received.

56. Staffing Committee Budget

The Committee reviewed the budget position at the end of the 2023/24 financial year and noted expenditure of £149,339.31 which was a saving against budget of £6,060.69.

RESOLVED that the budget report be received.

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

NORMANTON TOWN COUNCIL
Summary of Receipts and Payments
 Cost Centre 3

13 August 2024 (2024-2025)

STAFFING CTTEE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Salaries & Wages				139,953.00	32,533.48	107,419.52	107,419.52 (76%)
24	Employers National Insurance				13,500.09	1,173.91	12,326.18	12,326.18 (91%)
25	Employers Pension				20,292.00	5,010.35	15,281.65	15,281.65 (75%)
SUB TOTAL					173,745.09	38,717.74	135,027.35	135,027.35 (77%)

Summary

NET TOTAL				173,745.09	38,717.74	135,027.35	135,027.35 (77%)
V.A.T.							
GROSS TOTAL					38,717.74		

NORMANTON TOWN COUNCIL

Monthly forecast of Receipts and Payments

Cost Centre 3 (Between 01/04/2024 and 31/03/2025 - Forecast from 01/07/2024)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
STAFFING CTTEE															
Salaries & Wages	139,953.00	9,446.77	13,153.69	9,933.02	10,844.49	10,844.49	10,844.49	10,844.49	10,844.49	10,844.49	10,844.49	10,844.49	10,844.49	130,133.92	9,819.08
Employers National Insu	13,500.09	787.18		386.73	391.30	391.30	391.30	391.30	391.30	391.30	391.30	391.30	391.30	4,695.64	8,804.45
Employers Pension	20,292.00	1,504.44	1,953.85	1,552.06	1,670.12	1,670.12	1,670.12	1,670.12	1,670.12	1,670.12	1,670.12	1,670.12	1,670.12	20,041.40	250.60
	173,745.09	11,738.39	15,107.54	11,871.81	12,905.91	12,905.91	12,905.91	12,905.91	12,905.91	12,905.91	12,905.91	12,905.91	12,905.91		
														Total:	154,870.96
														Variance:	18,874.13

NORMANTON TOWN COUNCIL

ANNUAL LEAVE POLICY

Annual leave entitlement

Your paid leave entitlement is set out in your contract of employment. The basic leave entitlement for a full-time member of staff is 23 days per annum, in addition to Bank holidays.

Your leave entitlement will increase to 26 working days per year when you have completed five years of continuous service immediately prior to the commencement of the leave year.

In addition to general national holidays, you will be entitled to 2 extra statutory days, the timing of these extra-statutory holidays will be by mutual agreement and must be taken at times convenient to the Council, plus 3 additional days to be taken during the closure of the office at Christmas.

If you join the Council from another authority or qualifying public body, your previous service will be taken into account in calculating your holiday entitlement.

Part time employees receive a pro-rated entitlement according to their hours of work.

Working part-time

If your entitlement to Bank Holidays exceeds the number days that fall on your normal working days (typically because you don't work on Mondays) you will be able to take the excess as leave. If your entitlement to Bank Holidays is less than the number of Bank Holidays that fall on your normal working days, (typically because your normal working days include Mondays) then you can make up the difference by using your leave entitlement.

With agreement from the Clerk, you may be able to work additional hours to make up the deficit or take unpaid leave.

Leave year

The leave year runs from 1st April to 31st March. It is your responsibility to manage your leave in such a way that you are able to take it all during the leave year. Your annual leave entitlement will be pro-rated in your first and last year of employment with the council.

Carrying over leave

By mutual agreement no more than five days leave may be carried forward to the next leave year (except in special circumstances which would be approved by the Staffing Committee).

Requesting leave

You should request leave from the Clerk with as much notice as possible. This will allow the council to plan workloads. Before granting leave we will consider:

- The team's workload,
- The need for office or team cover, and,

- Whether other staff have or are likely to ask for the same time off (e.g. a popular holiday time).

The council will balance your needs against the needs of other staff before agreeing to leave. If you take leave without such permission, it will be treated as unauthorised absence and dealt with under the Disciplinary Procedure.

Sickness during leave

If you become ill during a period of paid annual leave, you must comply with the requirements of the sickness reporting and certification procedure, if you wish to have this sickness period discounted from the period of paid leave taken. It is important that you contact the Clerk on the first day of sickness and keep the council up to date during the period of sickness.

Payment of annual leave

The council does not offer payment in lieu of leave entitlement unless you are leaving the council and have not taken leave entitlement that you have accrued at the time of leaving.

Payment in lieu

If you end your employment during the course of a leave year and cannot take any outstanding accrued leave before your last day, you will receive a payment in lieu of any outstanding accrued leave. In such a case, a calculation will be made of the amount of paid leave due to you, on a pro rata basis, for that part of the leave year up to the date of termination of the contract. Holiday pay will be based on your current rate of pay including any regular overtime.

If, however, you have taken more paid leave than is due by this calculation, then a deduction will be made from your salary payments for an amount at your basic daily rate for the days in question. Such a deduction will be deemed to be a contractually authorised deduction.

Town Clerk's Annual Leave

As the most senior employee of the Council, the Town Clerk is entrusted with managing their own annual leave without the need for formal approval from a member of the Council.

In scheduling annual leave, the Town Clerk will take into consideration the operational needs of the Council to ensure that their absence does not adversely affect the Council's functions.

The Town Clerk is required to notify the Chairman of the Staffing Committee of their intended leave dates in advance. Additionally, the Town Clerk will ensure that the Council is informed of their leave, including setting up an appropriate out-of-office response to manage correspondence during their absence.

NORMANTON TOWN COUNCIL

LONE WORKING POLICY

Introduction

Normanton Town Council will take every practicable step to protect the health, safety and welfare of its employees whenever they are required by the nature of their duties to work alone and without direct support and supervision.

The Council's employees are expected to work alone, and for some staff, lone working is the norm. Whilst working alone is not in itself unsafe, there may be circumstances where working alone can increase risks. The Council recognises that there may be increased risks to staff who are required to work alone. This policy aims to reduce those risks.

The scope of this policy

This policy applies to all staff, whether full time, part time or temporary workers. Lone working is defined as any activity or function performed on behalf of Normanton Town Council without close supervision or with other employees.

Definition

The Health & Safety Executive defines lone workers as "those who work by themselves without close or direct supervision".

Aims of this policy

The aim of the policy is to:

- Increase staff awareness of safety issues relating to lone working.
- Ensure that risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone.
- Ensure that appropriate support is available to staff who must work alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.

Responsibilities

The Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the Council regularly reviews the effectiveness of this policy.
- Ensuring that all staff are aware of the policy.
- Ensuring that risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.

- Ensuring that staff are given appropriate information, instruction and training.
- Ensuring that appropriate support is given to staff involved in any incident.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigation and recording incidents.

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions.
- Co-operating by following the rules and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in training designed to meet the requirements of the policy.
- Reporting any dangers, potential dangers or concerns they might have in respect of working alone.

Risk Assessments

Risk assessment is essential to good risk management.

Risk assessments will be carried out for and by all staff whose working practice makes them vulnerable. This includes staff who are site based but work in isolation or whose work may take them to other areas to work alone. Recommendations will be made to eliminate or reduce the risk to the lowest level reasonably practicable.

Risk assessments for site based lone workers will include:

- Safe entry and exit
- Risk of violence
- Safety of equipment
- Channels of communication in an emergency
- Site Security
- Alarm procedures

Risk assessments for mobile lone workers will additionally include:

- Travelling between sites
- Reporting arrangements
- Communication and traceability
- Personal safety and security

Following completion of a risk assessment, consideration will be given to any appropriate action that is required.

Incident Reporting

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

In order to maintain an appropriate record of incidents involving lone workers, it is essential that all incidents be reported to the Clerk who will prioritise each incident and identify any immediate action. Staff should ensure that all incidents where they feel threatened or unsafe are reported. This includes incidents of verbal abuse.

Contacting the Police

The Council is committed to protecting staff from violence and assault and will support criminal proceedings against perpetrators. All staff are encouraged to report violent incidents to the police and will be supported by the Council throughout the process.

In the event of a violent incident the member of staff should contact 999 and then the Clerk.

The Clerk will consider if the employee needs specific assistance or support relating to the incident including dealing with insurance claims.

Lone Worker Guidance

- Lone workers must carry their mobile telephone.
- Lone workers at the office must lock the front door with the thumb-turn lock or have the door set to exit only and ensure that the door buzzer system is working.
- Lone workers at the Community Centre must lock the front door with the thumb-turn lock.
- Employees must take reasonable care and not put themselves at undue risk. If they feel that they would be at particular risk unless additional precautions are taken, then they should discuss this with the Clerk.
- Plan any visits – let someone know the time you are leaving, where you are going and an estimated time of return.
- Try to avoid confrontation. If a situation becomes heated, try to stay calm.
- Ensure that you are properly trained and have the skills and knowledge to do your job safely.
- Ensure that you are aware of the risk assessment for the task you are carrying out.

NORMANTON TOWN COUNCIL

SICKNESS ABSENCE POLICY

What to do if you are unwell

If you are away from work because of sickness you must:

- Telephone or Text the Clerk, before your contractual or normal start time for work on the first day of absence providing details and how long you expect to be off. If you are unable to make contact personally, someone else may do this for you. It is your responsibility to ensure the Council is notified. You must then make contact again each day (unless otherwise agreed with the Clerk).
- If you are away for seven days or less (including weekends and other non-working days), you may self-certify your absence.
- If you are away for more than seven days (including weekends and other non-working days), you must send in a 'fit note' from your doctor and continue to do so as each new certificate is issued to you. This certificate gives details as to whether you are too ill to work or whether you are well enough to work with suitable support from the Council. This gives you and the Council the opportunity to discuss suitable arrangements which will support your return to work. The form also gives more space for the doctor to provide information about your condition and helpful tick boxes to suggest common ways to help you return to work.
- All sickness or injury absence will be entered on your employment record and this will be monitored.

Return-to-work meetings

On the first day back at work after a period of sickness absence your manager may want to meet informally. If this is not possible on your first day back, the meeting may take place later. The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include:

- a welcome back to work;
- outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate;
- a discussion about the reasons for absence, in a supportive way and to understand whether the council can take any steps to help the employee's attendance;
- explain that the absence will be recorded;
- establish if medical advice has been sought (if appropriate);
- ensure the fit note from the doctor has been provided (where required);
- a discussion on absence over the last 52 weeks, the impact on pay and any next steps; and
- a handover of work where appropriate.

Medical appointments

The council recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if this is not possible, at times that will cause the minimum amount of absence from work or inconvenience to the council. The council will allow reasonable time off work without pay for such appointments.

Council's Sick Pay (Occupational Sick Pay)

It is the Council's policy to pay you your normal basic rate of pay exclusive of overtime/allowances during periods of sickness as set out below:

During 1 st year of service	1 months full pay and (after completing 4 months service) 2 months half pay
During 2 nd year of service	2 months full pay and 2 months half pay
During 3 rd year of service	4 months full pay and 4 months half pay
During 4 th and 5 th year of service	5 months full pay and 5 months half pay
After 5 years of service	6 months full pay and 6 months half pay

N.B. For the purposes of calculating "half" pay, the rate of pay for the agreed salary month will be used.

Payment is, however, conditional upon you complying with the council's procedure for notifying your manager of the absence, attending an interview with your manager on request to discuss the absence, and providing a fit-note when requested. We may also ask you to attend an interview/examination with a nominated doctor at the request of the Council.

We may not pay you occupational sick pay where:

- you have failed to comply with the Council's sickness absence notification and evidence requirements;
- you unreasonably refuse to attend a sickness absence meeting with the Council on request;
- you are unable to work because you hurt yourself in dangerous sports / activities or any other occupation you have;
- you have misled the council about your fitness to work;
- you have resigned; or
- where disciplinary proceedings are pending against you.

Medical advice

The Council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the Council might refer to occupational health or a medical practitioner include the following:

- to seek a medical report on your illness or injury;

- to establish when you might be able to return to work;
- to understand when you are likely to be fully fit to resume your normal duties;
- to understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties;
- to understand when you are likely to be fit to undertake any alternative duties;
- to ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguity as to the exact nature of the condition;
- to ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work;
- to understand the likely recurrence of the illness or injury once you have returned to work; and
- to discuss any adjustments that could be made to accommodate your disability, if you are disabled.

The Council will pay the cost of the report and you will have the right to see it. The Council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.

If you choose not to consent to an Occupational Health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

Persistent short-term absence

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. We understand most employees will have some short-term sickness absence from time to time. However, if you are frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on your colleagues and councillors.

Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the Council may begin a capability or disciplinary procedure as part of the absence management process. (Please see Sickness Trigger Point Policy) If we do so, we will meet with you to set attendance targets. Following a review meeting we may issue a formal warning if those targets are not met. You will be given written notice in advance of any formal meeting and you can be accompanied by a work colleague or trade union representative. You may appeal against a formal warning. If your absence remains unacceptable after a second formal warning, the council may bring your employment to an end following consultation with you.

If frequent absence is due to an underlying long-term health condition then we will also request, with consent, a medical report either from an Occupational Health Physician or your G.P. or consultant to establish further information about your health and how the council can support your attendance. When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the council will not consider any pregnancy related absence. The council will also make adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.

The council will consider any alternative employment options before making any decision about ending employment. You will have the right to be accompanied by a work colleague or trade union

representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52-week period.

Where it appears that there is no acceptable reason for an absence or if you have not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

Long-term absence

As a guide, long term absence is any absence which lasts or is expected to last over 4 weeks. In all cases of long-term absence, it is essential for the Council to maintain contact with you. In cases where the return date is less certain this will take the form of consultation and will include:

- Discussions at the start of the absence and periodically throughout
- Obtaining better information on your health and likely prognosis, ideally through an Occupational Health Physician
- Where appropriate alerting you to the fact that your absence is becoming a problem, and
- Allowing you the opportunity to state your opinion of your condition and giving consideration to that opinion

Where ill-health means that you are unlikely to return to work for a long period of time, the council may need to consider bringing your employment to an end. In these circumstances, the council will:

- Review your absence record to assess whether or not it is sufficient to justify dismissal
- Consult with you
- Obtain up-to-date medical advice
- Advise you in writing as soon as it is established that termination of employment has become a possibility
- Discuss whether you may be able to access benefits from the Local Government Pension Scheme (where appropriate).
- Meet with you to discuss the options and consider your views on continuing employment before any decisions are made, allowing you to be accompanied by a work colleague or trade union representative
- Review if there are any alternative jobs that you could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss you on grounds of long-term ill health
- Following this meeting, inform you of the final decision

Absence as a result of disability

Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010. This will include considering whether any reasonable adjustments can be made.

Data protection

The Council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. Information about

how your data is used and the basis for processing your data is provided in our employee privacy notice.