

# NORMANTON TOWN COUNCIL



## MINUTES OF THE STAFFING COMMITTEE

Tuesday 7<sup>th</sup> 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 13<sup>th</sup> 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.