

NORMANTON TOWN COUNCIL



Normanton Town Hall, High Street, Normanton, West Yorkshire, WF6 2DZ
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To all members of the Staffing
Committee

Our ref: DJ/hs
Date: 19th November 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **Staffing Committee** to be held on **Tuesday 3rd December** 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 read 'Donna', with a long horizontal flourish extending to the right.

Mrs Donna Johnston FdA
Town Clerk & RFO.

STAFFING COMMITTEE

Tuesday 3rd December 2024 at 1.00pm at Normanton Town Hall

AGENDA

Item	Description	Enclosure
020.	To receive apologies for absence.	
021.	To receive declarations of interest.	
022.	To receive and sign the minutes of a meeting of the Staffing Committee. Held on Tuesday 20 th August 2024 (Minute Numbers 001-019; Pages 1-4).	A
023.	To consider if any items should be taken in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.	
024.	To receive a report on flexitime and TOIL balances.	
025.	To receive a report on sickness and absences.	
026.	To receive a report on annual leave for the 2024/25 year.	
027.	To receive a report on staff training and development.	
028.	To receive a report on workload.	
029.	To receive a report on staff appraisals.	
030.	To review the staffing budget to the end of Month 7 of the 2024/25 financial year.	
031.	To note the National Joint Council pay award for 2024.	
032.	To note the increase in Employers National Insurance contributions effective from April 2025.	
033.	To consider the implementation date of the proposed pay scale increase for the administrative staff.	
034.	To review the pay point for the cleaning staff.	
035.	To consider the appointment and pay point/scale for the Property Officer.	

036.	To review the draft budget for the 2025/26 financial year.	
037.	To review the Menopause Policy.	O
038.	To review the Appraisal and Supervision Policy.	P
039.	To review the Anti Bullying and Harassment Policy.	Q

NORMANTON TOWN COUNCIL

**MINUTES OF THE STAFFING COMMITTEE**

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

Present: Councillor A Bones
Councillor S Hudson
Councillor H Jones
Councillor B Mayne
Councillor P Mayne – Chairman

Donna Johnston – Town Clerk & RFO

Absent: Councillor E Blezard – Vice Chairman

- 001. To Appointment the Chairman of the Staffing Committee.**
RESOLVED that Councillor P Mayne be appointed as Chairman for the current municipal year.
- 002. To Appointment the Vice Chairman of the Staffing Committee.**
RESOLVED that Councillor E Blezard be appointed as Vice Chairman for the current municipal year.
- 003. To receive apologies for absence.**
RESOLVED that apologies for absence be received on behalf of Councillor E Blezard.
- 004. To receive declarations of interest.**
There were no declarations of interest recorded.
- 005. To receive and sign the minutes of a meeting of the Staffing Committee.**
RESOLVED that the minutes of the Staffing Committee held on Tuesday 7th May 2024 (Minute Numbers 47-56; Pages 15-17) be received as a true record and signed by the Chairman.

006. To consider if any items should be taken in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.

RESOLVED that items 007-016 be taken in private due to the confidential nature of the information to be discussed.

007. To receive a report on flexitime and TOIL balances.

A report was circulated on flexitime and TOIL which showed that all balances were within policy limits.

RESOLVED that the report be received.

008. To receive a report on sickness and absences.

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

RESOLVED that the report be received.

009. To receive a report on annual leave for the 2024/25 year.

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

RESOLVED that the report be received.

010. To receive a report on staff training and development.

A report was circulated on staff training and development.

RESOLVED that the report be received.

011. To receive a report on workload.

A detailed report was circulated which set out key areas of service such as allotments, committees and events and the impact they were having on workload. It was acknowledged that workload remained high, and staff were using all available resources to manage the workload effectively.

RESOLVED that the report be received, and a dedicated email address be set up for Allotments to assist with workload management.

012. To receive a report on staff appraisals.

A report was circulated which set out the appraisals which had been carried out and goals that have been set.

RESOLVED that the report be received.

013. To receive a report on staff welfare and wellbeing.

A report was circulated regarding the negative impact some aspects of work were having on staff welfare and wellbeing.

A series of suggestions were discussed, and it was agreed to raise the main issue with all members of Council to ensure that everyone is aware of the significant challenges and to work together to find a solution.

RESOLVED that the report be received.

014. To review the staffing budget for the 2024/25 financial year.

RESOLVED that the Staffing Committee budget showing expenditure of £38,717.74 be received.

015. To review the appointment of the Property Officer following a six-month trial period.

Members reviewed the trial appointment of the Property Officer position and agreed that the role was a significant asset to the Council in terms of managing workload and maintaining standards.

RESOLVED that the role be extended until the end of the financial year and that the role be reviewed fully during the budget setting process with a view to making it a permanent position.

016. To review administrative employees' pay and conditions.

A report was circulated highlighting the additional responsibilities taken on by the administrative staff. Members considered benchmarking of pay at other local councils and had regard to the recent independent staffing report.

RESOLVED that the Staffing Committee are supportive of an increase in the SCP points of the Admin Assistant and Admin Officer.

RESOLVED that the salary scale for the Admin Assistant should be increased to SCP 7-9 and the salary scale for the Admin Officer should be increased to SCP 10-12 subject to approval as part of the budget setting process later in the year.

The Town Clerk was asked to provide a further report after the six month point in the financial year to establish if the increase was affordable within the current financial year or if it would be implemented in the 2025/26 financial year.

017. To review the Annual Leave Policy

RESOLVED that the Annual Leave Policy be reviewed, and that the entitlement wording be updated to include an additional 5 days' annual leave after five years' service.

018. To review the Lone Working Policy

RESOLVED that the Lone Working Policy be reviewed.

019. To review the Sickness Absence Policy

RESOLVED that the Sickness Absence Policy be reviewed.

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

NORMANTON TOWN COUNCIL

MENOPAUSE POLICY

Policy Statement

We are committed to fostering an inclusive and supportive working environment for all our staff. We recognise that many members of staff will experience menopause and that for some, it will have an adverse impact on their working lives.

The purpose of this policy is to raise awareness of menopause and its impact in the workplace, encouraging open conversations between managers and staff. We aim to create an environment where individuals feel confident to discuss symptoms and request workplace adjustments. We are committed to supporting staff affected by menopause and providing guidance for anyone in need.

What is the Menopause?

Menopause is a natural phase experienced by women, and it may also affect trans and non-binary individuals who do not identify as female. Menopause generally occurs between ages 45 and 55, though some may experience symptoms earlier. While symptoms can last between four to eight years, they may persist longer.

Symptoms vary widely and can include sleeplessness, hot flushes, memory loss, concentration difficulties, headaches, muscle and joint pains, depression, and anxiety.

Encouraging Open Conversations

Menopause awareness is important for all staff to foster understanding and support. We promote an environment where open conversations about menopause are encouraged, with the expectation that all employees support colleagues who may be affected.

Staff experiencing menopause symptoms should feel comfortable speaking with the Town Clerk or the Chairman of the Staffing Committee about their symptoms and discussing any support they may need. The Town Clerk and Chairman of the Staffing Committee are encouraged to hold open, sensitive

conversations and handle information confidentially, in line with our Privacy standards.

Risk Assessments

We are committed to the health and safety of all staff. To this end, we will review any workplace conditions that may exacerbate menopausal symptoms, identifying and addressing risks to the well-being of affected employees.

Support and Adjustments

While many individuals going through menopause can continue working as usual, we recognise that some may benefit from adjustments to their working conditions. If you believe you would benefit from adjustments or support, you should speak with the Town Clerk. If you feel unable to do so, please contact the Chairman of the Staffing Committee.

Examples of potential physical adjustments include temperature control, electric fans, or access to rest facilities. Depending on individual and business needs, flexible working, more frequent breaks, or changes in work allocation may also be considered. This list is not exhaustive.

We may seek medical guidance from your GP to better understand appropriate adjustments. Any medical report request will be handled according to our Sickness Absence Policy.

Additional Resources

For further support, you may contact Menopause Support <http://www.menopausesupport.co.uk>

NORMANTON TOWN COUNCIL APPRAISAL AND SUPERVISION POLICY

INTRODUCTION

Appraisals are used in organisations to help employees achieve and fulfil their potential and for the employer to continue to monitor performance in order to achieve its goals and improve standards.

Annual appraisals provide an opportunity to review work content and achievements, set future objectives, and discuss development needs for the coming year.

The appraisal system is designed to support employee growth, improve organisational performance and foster open communication. Its main purposes include:

- a) **Performance:** to provide a clear statement on how staff are performing, to see whether further progress can be made, and consider what help might be given to build strengths.
- b) **Responsibilities:** to record present and future responsibilities.
- c) **Personal Development:** to look at future work and identify opportunities for development and training, to benefit one's career and to maximize the contribution to the Council.
- d) **Communication:** to ensure that ideas and views are shared.
- e) **Future Work:** to plan work priorities and objectives for the next year and consider solutions to problems.

WHO APPRAISES WHOM?

Appraisals typically follow the line management structure, with managers conducting appraisals for their direct reports.

The Town Clerk will conduct annual Appraisals or less formal Supervision Sessions with all junior staff.

The Chairman of the Staffing Committee, or Vice-Chair in their absence, will conduct the appraisal of the Town Clerk.

KEY FEATURES

An appraisal should take into consideration the following factors:

- **Openness** – the Council should provide guidance to the employees on the appraisal scheme. An appraisal should be open from both parties perspective and an employee should be privy to all comments made by an employer during or after an appraisal. It is usual to provide employees with details of the process, including any documentation to be used, well in advance of the process.

- **Confidentiality** – the appraiser and appraisee are the only people who will see the appraisal record. The fact that an appraisal has taken place can be reported to Council but the contents should remain confidential.
- **Consistency** – Whatever system of appraisal is implemented, all staff should be appraised according to the same scheme. The process should continue over a period of years to enable comparisons to be made.
- **Objectives** – Objectives which are set should be clear and understood by both parties and be based on actual conduct and performance rather than personalities or subjective criteria.
- **Forward Looking** – The main value of reviewing past performance is to identify matters which can be built upon, problems that can be tackled by the Council or by training and new opportunities.
- **Positive** – problems, difficulties and mistakes should be discussed openly so that solutions can be found, training offered or defective systems improved.
- **Encouraging Dialogue**– Appraisees are encouraged to contribute frankly in assessing their performance and goals.
- **Transparency** – Appraisals should not introduce new, critical information. Issues related to conduct or performance should be addressed as they arise, rather than saved for the appraisal meeting.

PROCEDURE FOR APPRAISALS

- a) **Scheduling:** The Council and employee should agree a date between themselves. It is advisable for at least 5 working days' notice to be given.
- b) **Preparation:** Both the appraiser and the appraisee should spend time planning what they want to discuss. A self-appraisal form is a useful document to be completed by the appraisee and sent to the appraiser prior to the meeting.

The appraisee and appraiser should have the following documentation:

- Current Job Description
- Previous Objectives (if any)
- Record of previous appraisal (if any)

- c) **Conducting the Interview:** Both parties should be agreeable to the venue which should be quiet and away from distractions.

The interview should be conducted in an informal atmosphere. The appraiser should explain the scope of the meeting and guide the conversation while allowing the appraisee ample opportunity to provide input and discuss each section. The Appraiser should take notes.

- d) **Follow-Up:** The appraiser should write up a report of the meeting and give a copy to the appraisee at the conclusion of the appraisal or as soon as possible afterwards.

The completed form should be given to the appraisee to consider, adding any comment and this should then be signed and returned.

The appraiser should ensure that there is a copy of the appraisal on the personnel file and a copy for the appraisee.

The appraiser is responsible for ensuring that any further action is taken as agreed at the appraisal.

TIMING

Appraisals are typically conducted around the anniversary of the appraisee's employment or another agreed-upon time.

SUPERVISION

Interim reviews, typically at mid-year or following major project completion, ensure ongoing alignment with goals and allow for adjustments as needed.

QUESTIONS TO DISCUSS

A checklist has been created to ensure a standard structure for appraisals. This includes checking basic employment information, a review of a self-evaluation form, review of job description training and development.

The **GROW** model is useful when exploring aspirations and direction when training and development are discussed:

- | | | |
|------------|-------------|------------------------|
| • G | Goals | What do you want? |
| • R | Reality | What is happening now? |
| • O | Options | What could you do? |
| • W | Way forward | What will you do? |

Final Comments – The appraisee and appraiser will have the opportunity to consider the appraisal record and add any comments.

UNSATISFACTORY PERFORMANCE

The purpose of appraisals is primarily developmental and not disciplinary; however, any significant performance concerns should result in a mutually agreed action plan.

Appraisals are not the forum for criticism or admonishment. The disciplinary code exists if punitive outcomes are sought.

Any unsatisfactory performance noted will result in an action plan being agreed between the appraiser and the appraisee. Continued unsatisfactory performance should be dealt with under the Town Councils Disciplinary Policy.

SETTING OBJECTIVES

Objectives establish a framework for the upcoming year's work. They should be mutually agreed upon and aligned with the employee's job description and the Council's strategic objectives.

Effective objectives should be **SMART**:

- **Specific:** the objective should relate to a specific task or piece of work or specific aspect of behaviour or performance.
- **Measurable:** There should be measures which are clearly agreed and understood; these will enable progress and achievement to be monitored and recognised.
- **Agreed:** The objectives should be agreed by the appraiser and appraisee.
- **Realistic:** The objective should be designed to be challenging but should not be so demanding that there is a likelihood of failure.
- **Timed:** All objectives should have a date by which they are to be achieved.

NORMANTON TOWN COUNCIL

ANTI-HARASSMENT AND BULLYING POLICY

Introduction

The purpose of this policy is to outline what constitutes bullying and harassment, the steps for reporting concerns, and how these matters will be handled within the organisation

All staff should be able to work in an environment free from harassment and bullying and be treated with dignity and respect regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability.

This policy and procedure provide guidance on what to do if you are concerned about bullying or harassment and what to expect if you raise concerns. It applies to all staff (whether permanent, fixed term, or casual), contractors and agency staff.

Policy

The Council does not tolerate bullying or harassment in the workplace. This is the case for work-related events that take place within or outside of normal working hours; on council property or elsewhere; whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not.

The Council does not tolerate retaliation against any person involved in raising or supporting a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

The council will take appropriate action if any of our staff are bullied or harassed by staff, councillors, members of the public or suppliers.

What type of treatment amounts to bullying or harassment?

Bullying is offensive, intimidating, or abusive behaviour that undermines, humiliates, or injures the person receiving it.

Harassment is unwanted behaviour related to 'protected characteristics' that may constitute unlawful discrimination if it negatively impacts an individual's dignity at work.

Examples of bullying and harassment include:

- Verbal abuse or offensive comments, jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation.
- Lewd or suggestive comments.
- Deliberate exclusion from conversations or work activities.
- Withholding information, a person needs in order to do their job.
- Practical jokes, initiation ceremonies or inappropriate birthday rituals.

- Physical abuse such as hitting, pushing or jostling.
- Rifling through, hiding or damaging personal property.
- Subjecting a person to humiliation or ridicule, belittling their efforts, often in front of others.

Abusing a position of power

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

Reporting concerns

What you should do if you witness an incident you believe to harassment or bullying

If you witness such behaviour you should report the incident in confidence to the Clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you feel you are being Bullied or Harassed by a member of the public or supplier

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the Clerk or a councillor in the first instance. They will then decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being Bullied or Harassed by a councillor

If you are being bullied or harassed by a councillor, please raise this with the Clerk or the Chair of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

What you should do if you are being Bullied or Harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

In all cases, reports will be handled with sensitivity and confidentiality to the extent possible, consistent with a thorough investigation.

Informal resolution

If you are comfortable doing so, you may resolve the situation by directly informing the person that their behaviour is unwelcome and must stop. Alternatively, you may ask the Clerk or a colleague to support you in addressing the behaviour.

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with the Chair of the

Council. The Chair (or another appropriate individual) will discuss with you the option of trying to resolve the situation informally by:

- Telling the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a member of staff.
- That such behaviour is contrary to our policy.
- That for employees, the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible to have the conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party to facilitate a resolution of the problem. The Chair will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of harassment or in cases where a problem has happened before) the council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying to the Clerk or the Chair of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chair of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

1. The name of the alleged perpetrator(s).
2. The nature of the harassment or bullying.
3. The dates and times the harassment or bullying occurred.
4. The names of any witnesses.
5. Any action taken by you to resolve the matter informally.

Formal complaint against a colleague

The alleged perpetrator(s) would need to be told your name and the details of your complaint for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to separate you whilst the matter is being investigated.

Formal complaint against a member of the public or supplier

We will investigate the complaint as far as possible by contacting the member of public or the supplier's employer and asking for a response to the allegations.

Formal complaint against a councillor

Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

During the investigation

Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee has harassed or bullied another employee, then the employee may be subject to disciplinary action, up to and including dismissal.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to better understand your complaint.

While there is no statutory right to accompaniment at investigative meetings, requests to bring a colleague or union representative will be considered

Hearing

After the investigation, a panel will meet with you in a Grievance Hearing (following the Grievance Procedure) to consider the complaint and the findings of the investigation. At the meeting you may be accompanied by a fellow worker or a trade union official.

If you are dissatisfied with the outcome, you may file an appeal following the Grievance Procedure. Your appeal should include reasons for dissatisfaction.

Victimisation

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False allegations

Intentional false accusations made in bad faith will result in disciplinary action, as these can seriously impact innocent individuals.

Disclosure and confidentiality

All personal data collected during this process will be treated in strict confidence and in line with our data protection policy. Information on how data is processed is available in the employee privacy notice.

Use of the disciplinary procedure

Harassment and bullying are serious forms of misconduct that undermine our commitment to a respectful workplace and may result in severe disciplinary action, including summary dismissal.

This is a non-contractual procedure which will be reviewed from time to time.